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ABSTRACT

This workbook designed for a basic library skills course at the University of Missouri also serves as a component for other library use and research courses. It is structured to introduce the student at Missouri to the efficient and effective use of its libraries and their resources and to provide elementary instruction in the research process. The workbook is divided into chapters for which individual assignments have been prepared. The assignments are based solely on the respective chapters and require actual use of the university library. The individual chapters cover the card catalog, the subject catalog, classification systems, location of library materials, encyclopedias, dictionaries, biographical sources, almanacs, atlases, periodicals and newspaper indexes, serials, reviews, plot summaries and pamphlets, and government documents. (RAA)

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LIBRARY SKILLS

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PREFACE

This workbook is designed as a basic text for students enrolled in Library Science 105: Library Skills. It will also serve as a component of other library use and research courses. Designed to introduce the student to efficient and effective use of Ellis Library and its resources, and to provide elementary instruction in the research process, this workbook is divided into chapters for which individual assignments have been prepared. The individual assignments are based solely on the contents of the respective chapters and require actual use of Ellis Library.

We would like to thank the Ellis librarians for the chapters they contributed and for their assistance in working so diligently to meet editorial deadlines. Grateful acknowledgements are due to Mimi Dudley, University of California, Los Angeles, Paulette Sharkey, Lansing Community College, Lansing, Michigan, and Joan Kunselman, University of California, Riverside, for granting us permission to adapt their workbooks. Special thanks are due to Elizabeth Bury for formatting and typing the text. Without her help the production of this workbook would not have been possible. Thanks are also due to The School of Library and Informational Science which provided the funds necessary for the printing of this edition.

P.B. and H.V.H.
1979

1

INTRODUCTION

Welcome to the University of Missouri - Columbia Libraries! The library system consists of Ellis Library (main library) on Lowry Street and nine branch libraries in other campus buildings: Engineering, Geology, Journalism, Law, Mathematics, Medicine, Research Park, Veterinary Medicine and the Library Annex which houses little-used materials. The libraries contain over 1,900,000 volumes and subscribe to approximately 20,000 serial titles which include magazines, journals, annuals, etc. Additionally, there are nearly 2,000,000 microforms, over 6,000 phono-recordings, and a vast collection of government documents.

Learning to use a library effectively can make the difference between success and failure at college. The first step is to know your way around. Your workbook activities will focus on Ellis Library and you will learn where to find the Card Catalog, the encyclopedias, the dictionaries, and other basic resources that you will need in doing library research. Rather than take you on a tour, we have designed a self-paced, self-directed Walking Tour of Ellis Library. Please feel free to ask questions at the General Reference Desk if you need help.

2

THE CARD CATALOG

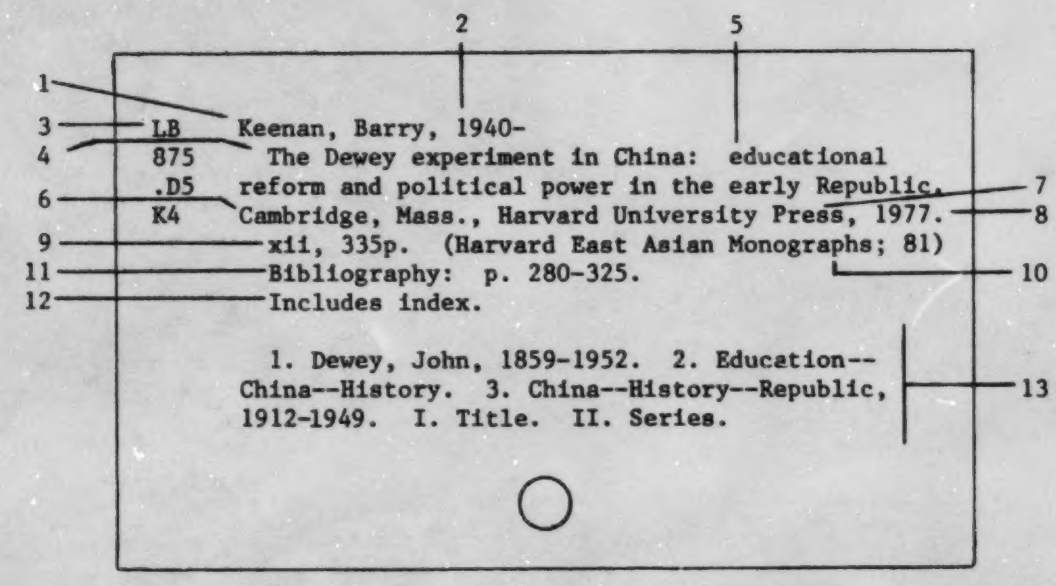
The main public Card Catalog serves as the master index to materials available in the UMC Libraries. This catalog is divided into two separate catalogs: the Author-Title Catalog and the Subject Catalog.

The Catalog Card

The Card Catalog itself is composed of wooden filing drawers filled with 3" by 5" cards which are alphabetically arranged according to the information contained on the top line of each card. These cards contain a wealth of useful information regarding library materials. The sample catalog card below illustrates the types of information given for each book listed in the Card Catalog.

There are actually several catalog cards in the Card Catalog for each book. At the time the cards are prepared, one point of entry will be selected by the cataloger as the main entry. The main entry reflects the most important aspect of the work. Typically, the author card will be the main entry, because it is the author who is responsible for the intellectual content of the work. The example shown below is the main entry card for this book. Items 1-12 compose the "body" of the catalog card. The information found in the "body" of this card will be found on all of the other catalog cards prepared for this book with the exception of the series entry. Item 13 composes the "tracings" for this book, and it is from this list of tracings that all of the other catalog cards will be prepared. Examples from the set of cards which would be filed in the catalog for this book are given below.

SAMPLE CATALOG CARD



1. Author - the author's name, last name first
2. Author's Birth and Death Dates
3. Call Number
4. Title - title of the book
5. Subtitle
6. Place of Publication
7. Publisher
8. Date of Publication
9. Collation - number of pages, presence of illustrations, map, etc., and the height of the book in centimeters
10. Series Note - the name of the series, if the book is a part of a series
11. Bibliography Note
12. Index Note
13. Tracings - exact headings for the subject cards which reflect the subject content of the book, title tracing and series tracing

SAMPLE SET OF CATALOG CARDS

Series

Harvard East Asian monographs. 1-
Cambridge, East Asian Research Center,
Harvard University, 19-
v.

Each number of this series is listed under its individual author and title in this catalog. Contents of the series are listed in the serials catalog.

Subject

CHINA--HISTORY--REPUBLIC, 1912-1949.

LB
875 Keenan, Barry, 1940-
.D5 The Dewey experiment in China: educational
K4 reform and political power in the early Republic.

Title

The Dewey experiment in China

LB
875 Keenan, Barry, 1940-
.D5 The Dewey experiment in China: educational
K4 reform and political power in the early Republic.

Author

LB
875 Keenan, Barry, 1940-
.D5 The Dewey experiment in China: educational
K4 reform and political power in the early Republic.
Cambridge, Mass., Harvard University Press, 1977.
xii, 335p. (Harvard East Asian Monographs; 81)
Bibliography: p. 289-325.
Includes index.

1. Dewey, John, 1859-1952. 2. Education--China--History. 3. China--History--Republic, 1912-1949. I. Title. II. Series.

Each of these cards will be filed alphabetically according to the top line of each card in different drawers of the Card Catalog. It will be possible, then, to locate this book by the name of its author, its title, the name of the series of which it is a part, and under any one of three different subject cards which reflect its subject contents. The author, title, and series cards will be filed in the Author-Title Catalog and the subject cards will be filed in the Subject Catalog.

Author-Title Catalog

As a researcher, you will frequently need to find a book you already know something about. An instructor may have mentioned it in class or you may have found a reference to it in your reading. If you know the author's name or the title of the book, it is most efficient to use the Author-Title Catalog. This catalog contains the entries for authors, titles, editors, series, etc., that is, the entries which are listed in the tracings on the author or main entry card as Roman numerals. Most of these entries are easy to locate in the catalog, but some names present special problems for both librarians and catalog users.

Corporate Authors

While an individual person is usually the author of a book, sometimes a company, an organization, or an institution is treated as an author. This occurs when the published materials are considered to express the thought of the issuing body rather than any single individual. These library books are then entered under their corporate authors in the Card Catalog. The corporate author card becomes the main entry for this book. Such author

entries take a variety of forms depending upon the organization of the issuing agency. Some of the more frequent types of corporate author forms are discussed below.

Government Bodies

Government bodies such as departments or bureaus are usually listed in the catalog under the name of the country, state, or city that controls them.

U.S. Congress. House.
U.S. Food and Drug Administration.
Missouri. Adjutant-general's office.
Columbia, MO.--Board of education.

Institutions

Public educational institutions are listed under the governmental body that controls them or by their location.

University of Missouri-Columbia.
OR
Missouri. University., Columbia.

Associations

American Psychiatric Association.
American Public Works Association. Committee on
Refuse Disposal.

See References

In using the Author-Title Catalog, you will find special cards which give you information on how to use the catalog. One of the most important of these information cards is the see reference card. The see reference is a device used to direct the reader from a heading which is not used in the catalog to the one that is used. In other words, the message on the card

is "What you are looking for is not here -- look there."

Mark Twain
see
Clemens, Samuel Langhorne, 1835-1910.

Filing Rules

In actual practice, the alphabetical inter-filing of author, corporate author, title, and series cards can become somewhat complex. For this reason, certain filing rules have been established. Some of the more basic rules are discussed below.

1. Filing is done word by word, not letter by letter. This filing applies the rule of "nothing before something" and considers the space between words as "nothing." The example below will demonstrate how this filing rule is applied.

Correct:	Incorrect:
New Amsterdam	New Amsterdam
New England	Newark
New wives for old	New England
Newark	Newman
Newman	New wives for old

2. When there are several books by the same author, the cards are filed under the author's name alphabetically by the title.

Lang, Andrew
Adventures among books

Lang, Andrew
Complete works

Lang, Andrew
Homer and the epic

3. Articles (a, an, the) are ignored for filing purposes when they begin a title. The War of the Worlds will be filed in the "W's" under "war," not in the "T's" under "The."

4. Abbreviations such as "Dr.," "St. Louis," "30," "%" are filed as if

they were spelled out "Doctor," "Saint Louis," "thirty," "percent."

5. When the same word or combination of words is used as the heading for different kinds of entries, adopt the following order: Person, Place, Title.

   Person: Lincoln, Abraham
   Lincoln, Elmo
   Lincoln, William

   Place: Lincoln, Eng. City Surveyor's Office
   Lincoln, Eng. Public Library
   Lincoln, Ill.

   Titles: Lincoln and Ann Rutledge
   Lincoln County coast directory
   Lincoln plays

6. Mc and M' are interfiled with Mac.

3

THE SUBJECT CATALOG

The Subject Catalog is probably the single most important research tool in the library. Because it is the most useful subject index to the library's collections, it is essential that the researcher know how to use it effectively. This chapter will show how vital the Subject Catalog is to locating library materials.

In the previous chapter, we discussed how to approach the Card Catalog to find a book when a specific author or title is known. However, many times the researcher will need to find materials on a subject. In using the Author-Title Catalog, the researcher needs to be able to translate the information known about a book into an entry for it. Similarly, a topic, event, concept, or name has to be translated into a subject heading before it can be used as an entry in the Subject Catalog. The following sections will explain how to do this.

Library of Congress Subject Headings

The subject headings used in the Subject Catalog must be used consistently to insure that each time a work on a topic is received by the library it will have the same subject heading as the other works on that topic. Researchers, as users of the catalog, as well as librarians, as creators of the catalog, need to know what subject headings are used to describe topics. An essential tool in this effort is the work entitled Library of Congress Subject Headings. LC Subject Headings, as this work is often called, is a standard list of subject headings. It was originally designed as a tool for librarians, but is invaluable for researchers as well.

Once a subject heading has been established in the LC Subject Headings list, thousands of libraries across the country use it to describe their materials. It is very difficult and expensive to change these catalog cards later on to reflect more current terminology. As a result, LC Subject Headings and the resulting subject headings in the Subject Catalog often have an air of being just a bit old-fashioned. For example, World War I is still called "European War, 1914-1918." On the other hand, there are subject headings being created today that reflect the most current areas of research, e.g., "Sociobiology."

LC Subject Headings is designed to answer several kinds of questions that a researcher may have. These questions include: What subject heading is used for my topic? What are some subject headings which are related to my topic and which may deal with my topic more precisely? How are the geographical or chronological aspects of my topic expressed in the subject headings?

LC Subject Headings relies heavily on abbreviation, format, arrangement, and codes to make it possible to present all the necessary information in a manageable format. The following sections will deal with these complexities in considerable detail and with the techniques required to get the most out of LC Subject Headings and, therefore, the Subject Catalog. Keep in mind that these techniques need to be applied with creativity and imagination. When one technique does not work out as planned, another may be more effective.

The following example will show you the basic format and design of a listing in LC Subject Headings.

Intellect *(Psychology, BF)*
sa Age and intelligence
Creation (Literary, artistic, etc.)
Imagination
Inefficiency, Intellectual
Knowledge, Theory of
Logic
Maze tests
Memory
Mental tests
Perception
Reason
Reasoning (Psychology)
Self-organizing systems
Senses and sensation
Thought and thinking
Wisdom
x Intelligence
Mind
xx Knowledge, Theory of
Psychology
Reasoning (Psychology)
Thought and thinking
— Dietary aspects
See Intellect—Nutritional aspects
— Nutritional aspects *(QP398)*
x Diet and intellect
Intellect—Dietary aspects
Nutrition and intellect
xx Psychology, Physiological

This array of terms and symbols under the term "Intellect" has a systematic arrangement. The term "Intellect" is in boldface or heavy type. The boldface type indicates that it is an established subject heading. The list of terms beginning with "Age and intelligence" and ending with "Wisdom" is preceded by "sa" ("see also"). These "sa" terms are all established subject headings that are related to the concept of "Intellect." These terms are typically more specific or narrower than the terms under which they are listed.

The "x" terms, "Intelligence" and "Mind," are see references like the see references in the Author-Title Catalog. These terms are synonyms of the term "Intellect" and are not used as subject headings. If you were to look up these terms in the LC Subject Headings list, you would find them

in lightface type followed by a see reference to the established heading. In this case, looking under "Mind" in the list, you would find "Mind" see "Intellect."

The terms in this example which are preceded by "xx," "Knowledge, Theory of," through "Thought and thinking," are also related to the concept of Intellect. The "xx" terms tend to be more general than the boldface headings.

"Sa" and "xx" terms are a valuable source of alternative or additional subject headings to use in the Subject Catalog in your research. Some of the related terms may deal with the subject more precisely or more directly than the original subject heading. Others may be useful in broadening a search in the catalog if the original heading is too narrow to produce enough material.

In the following section, we outline a series of steps that will produce a very effective approach to finding subject headings and, therefore, materials on your subject in the Subject Catalog.

Developing a List of Subject Headings

1. Make a list of words and phrases which are associated with the subject. The encyclopedias and other reference sources you have consulted are a good source for these words and phrases. For example, if you were researching the topic "Revolution" some terms that might be useful include: "coups d'etat," "rebellions," "insurrections."

2. Look up each term in LC Subject Headings, e.g., "rebellions."

Rebellions
See **Civil war**
Insurgency
Revolutions
particular rebellions, e.g. **Shays' Rebellion, 1786-1787**

3. If the term you try is not a subject heading, note any see references to headings that are used.

4. Turn to the suggested heading and scan the list of "sa" and "xx" terms.

Revolutionists *(Direct)*
x Revolutionaries
xx Revolutions
— Correspondence, reminiscences, etc.
Revolutionists in literature
sa Peasant uprisings in literature
Revolutions *(Direct) (Psychology of, HM281-3; Theory, JC491)*
sa Civil war
Counterrevolutions
Coups d'état
De facto doctrine
Europe—History—1848-1849
Government, Resistance to
Imaginary revolutions
Insurgency
Legitimacy of governments
Peasant uprisings
Revolutionary poetry
Revolutionists
State of siege
Terrorism
France—History—Revolution, 1789-1799; United States—History—Revolution, 1775-1783; *and similar headings*
x Insurrections
Rebellions
xx Government, Resistance to
History
Political science
— Juvenile literature

Do any of these related terms define the topic more specifically? (For example, perhaps "Government, Resistance to" focuses on an important aspect of the topic more directly than the subject heading "Revolutions.") Note these additional headings on your list. Do any of the related terms suggest additional places to look?

5. Continue to follow these leads until you feel that you have found all the useful, significant subject headings for your topic.

6. Using this list of subject headings, go to the Subject Catalog and

begin compiling a list of books and materials on your topic.

In using LC Subject Headings, it is important to know that there are many subject headings which are used in the Subject Catalog that are not included in LC Subject Headings. These headings fall into one of the following categories: names of persons, names of cities and other geographical places, buildings and structures. For example: "Franklin, Benjamin," "Paris," "Wyoming," and "Hoover Dam" are all subject headings which can be found in the Subject Catalog but not in LC Subject Headings. The subject headings are omitted from the list to save space.

Subdivided Headings

Each of the subject headings in the LC Subject Headings list can be "subdivided" by headings to focus on special aspects of the topic. These "subdivisions" are added to the main heading with dashes. By using subdivisions, a book can be given a subject heading as specific as necessary to describe the contents. Some of these are geographical, e.g., "France." Others bring out the format of the work, e.g., "Maps," "Dictionaries," or "Yearbooks." There are many chronological subdivisions, e.g., "18th Century" or "1945-." Other subdivisions bring out special aspects of a topic, e.g., "Study and Teaching," "Methodology," or "History." The subdivision "History" is particularly important. If you wish to research the history of "something," books on that topic will have the subject heading "Something -- History," subdivided further by chronological subdivisions.

Tracings

In addition to LC Subject Headings there is another source for discovering subject headings, that is, the subject tracings on the bottom of the catalog card.

Tracings can provide the researchers with useful subject headings they may not find by using only LC Subject Headings. The terms which are listed as "xx" and "sa" terms in LC Subject Headings are those which are conceptually related to the headings under which they appear. However, a book may very well deal with two or more subjects that are only related to one another in the author's treatment. An example would be a book about the relationship between art and drugs. Neither of these terms is listed as related to each other in LC Subject Headings, but both terms will be listed in the subject tracings of the catalog card for that book. Therefore, when you look in the Subject Catalog under the terms you discovered by using LC Subject Headings, be sure to check the subject tracings of the cards of the books you find. If there are any subject headings which seem to be pertinent to your topic, add them to your list. For example, one of the cards from the sample search is reproduced below.

The four new subject headings in the tracings (in addition to the heading "Revolutions") may provide leads into areas which will be productive. They may also provide ideas on how to focus a topic, or on an area to emphasize. For example, you may decide to focus on revolutions in Asia, or on the economic aspects of revolutions. When new subject headings are identified in the tracings, you may wish to go back to

LC Subject Headings to explore the related subject headings for these new terms. It is useful to keep a list of all these subject headings and mark those which prove to be particularly productive. Many of these terms will be useful later when employing other research tools.

Revolutions

HN
15
.M775 Moore, Barrington, 1913-
Social origins of dictatorship and democracy; lord and peasant in the making of the modern world. Boston, Beacon Press [c1966]
559p.
Includes bibliography.

1. Social history--Modern. 2. Economic history. 3. Revolutions. 4. Social classes. 5. Asia--Politics. I. Title.

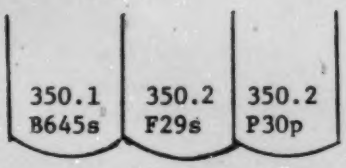
4

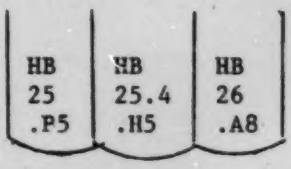
CLASSIFICATION SYSTEMS

The materials (books and periodicals) in Ellis Library are arranged on the shelves by their call numbers. A call number is a combination of numbers and letters which classifies an item by its subject. Here is a sample call number:

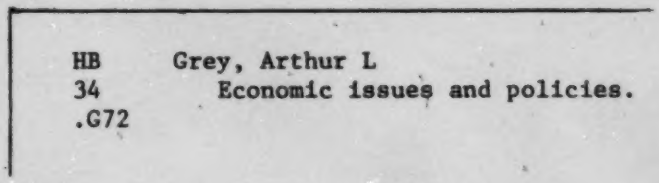
JK
435
.H5

A call number serves as a unique identification for each book (no two books will ever have exactly the same call number) and is printed on the spine of a book





and in the upper left hand corner of a catalog card.



It serves two purposes: it helps you locate a book in the library or serves as an "address" for locating it on the library shelf, as well as grouping materials on similar subjects together. Knowing the exact call number for a book (by getting the call number from the Card Catalog) will enable you to find the book in this library.

Ellis Library utilizes two classification systems to arrange its materials by subject: the Library of Congress Classification and the Dewey

Decimal Classification. The Library of Congress Classification has been used in this library since 1960. So prior to 1960, the only classification system used was the Dewey Decimal System. Therefore, in order to find materials in Ellis Library, one has to understand both the Dewey Decimal as well as the Library of Congress Classification systems.

Library of Congress Classification

The Library of Congress Classification organizes books (knowledge) into 21 broad subject categories. Each subject category is identified by a letter of the alphabet (e.g. H stands for the Social Sciences); subclasses within each subject category are identified by a combination of letters (e.g. HB stands for Economic theory, a part of the Social Sciences); and subtopics within the classes and subclasses are identified by a numerical notation (e.g. HB 34 stands for essays, papers, etc, of economics). The next part of the call number is the book number which is unique to that work (e.g. E83 represents a work by an author whose surname is Eton). The last part of the call number is the date, used to distinguish one edition from another.

SAMPLE LIBRARY OF CONGRESS CALL NUMBER

HB — H = Social Science; HB = Economic Theory
34 — 34 = Essays, papers, etc. of Economics
.E83 — Author symbol or book number (Eton)
1970 — Date of publication

OUTLINE OF THE

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A	GENERAL WORKS
AC	Collections, Series
AE	Encyclopedias
AG	Dictionaries
AI	Indexes
AM	Museums
AN	Newspapers
AP	Periodicals
AS	Academies and learned societies
AY	Yearbooks, Almanacs
AZ	History of scholarship and learning
B	PHILOSOPHY, PSYCHOLOGY, RELIGION
BC	Logic
BD	Speculative philosophy
BF	Psychology
BH	Aesthetics
BJ	Ethics
BL	Religions, Mythology, Rationalism
BM	Judaism
BP	Islam, Bahaism, Theosophy
BQ	Buddhism
BR	Christianity
BS	The Bible
BT	Doctrinal theology
BV	Practical theology
BX	Denominations and sects
C	AUXILIARY SCIENCES OF HISTORY
CB	History of civilization
CC	Archaeology
CD	Diplomatics, Archives, Seals
CE	Technical chronology
CJ	Numismatics
CN	Epigraphy, Inscriptions
CR	Heraldry
CS	Genealogy
CT	Biography
D	HISTORY (EXCEPT AMERICA)
DA	Great Britain
DB	Austria, Hungary
DC	France
DD	Germany
DE	Mediterranean region
DF	Greece
DG	Italy
DH	Belgium
DJ	Netherlands
DK	Russia
DL	Northern Europe, Scandinavia
DP	Spain, Portugal
DQ	Switzerland
DR	Eastern Europe, Balkan Peninsula
DS	Asia
DT	Africa
DU	Oceania
DX	Gypsies
E	AMERICAN HISTORY
F	LOCAL U.S. HISTORY
G	GEOGRAPHY, ANTHROPOLOGY, RECREATION
GA	Mathematical geography
GB	Physical geography
GC	Oceanography
GF	Human ecology
GN	Anthropology
GR	Folklore
GT	Manners and customs
GV	Recreation
H	SOCIAL SCIENCES
HA	Statistics
HB	Economic theory
HC	Economic history
HD	Land, Agriculture, Industry
HE	Transportation and communication
HF	Commerce
HG	Finance
HJ	Public finance
HM	Sociology
HN	Social history
HQ	Family, Marriage, Woman
HS	Societies
HT	Communities, Classes, Races
HV	Social pathology, Social and public welfare, Criminology
HX	Socialism, Communism, Anarchism
J	POLITICAL SCIENCE
JA	General works
JC	Political theory
JF	Comparative works
JK	United States
JL	British America, Latin America
JN	Europe
JQ	Asia, Africa, Australia, Oceania
JS	Local government
JV	Colonization, Emigration and immigration
JX	International Law
K	LAW
L	EDUCATION
LA	History of education
LB	Theory and practice of education
LC	Special aspects of education
LD	U.S. universities and colleges
LE	American (not U.S.) universities
LF	European universities and colleges
LG	Asian, African, Oceanian universities
LH	School magazines and papers
LJ	Student fraternities
LT	Textbooks

M MUSIC

ML Literature of music
MT Music instruction and study

N FINE ARTS

NA Architecture
NB Sculpture
NC Drawing, Design, Illustration
ND Painting
NE Print Media
NK Decorative arts
NX Arts in general

P LANGUAGE AND LITERATURE

PA Greek and Latin
PB Celtic languages
PC Romance languages
PE English
PF Dutch, Flemish, Friesian, German
PG Slavic
PH Finno-Ugrian
PJ Oriental
PK Indo-Iranian
PK Eastern Asia, Africa, Oceania
PM American Indian
PN Literary history
PQ Romance literatures
PR English literature
PS American literature
PT Dutch and Scandinavian literature
PZ Fiction and juvenile literature

Q SCIENCE

QA Mathematics
QB Astronomy
QC Physics
QD Chemistry
QE Geology
QH Natural history, Biology
QK Botany
QL Zoology
QM Human anatomy
QP Physiology
QR Microbiology

R MEDICINE

RA Public aspects of medicine
RB Pathology
RC Internal medicine
RD Surgery
RE Ophthalmology
RF Otorhinolaryngology
RG Gynecology and obstetrics
RJ Pediatrics
RK Dentistry
RL Dermatology
RM Therapeutics, Pharmacology

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R MEDICINE

RS Pharmacy
RT Nursing
RV Botanic, Thomsonian, and Eclectic medicine
RX Homeopathy
RZ Chiropractic, Osteopathy, Mental healing

S AGRICULTURE

SB Plant culture
SD Forestry
SF Animal culture
SH Fish culture
SK Hunting

T TECHNOLOGY

TA Civil engineering
TC Hydraulic engineering
TD Sanitary engineering
TE Highway engineering
TF Railroad engineering
TG Bridge engineering
TH Building construction
TJ Mechanical engineering
TK Electrical engineering, nuclear engineering
TL Motor vehicles, Aeronautics, Astronautics
TN Mining engineering, Metallurgy
TP Chemical technology
TR Photography
TS Manufactures
TT Handicrafts
TX Home economics

U MILITARY SCIENCE

UA Armies
UB Military administration
UC Maintenance and transportation
UD Infantry
UE Cavalry
UF Artillery
UG Military engineering
UH Other services

V NAVAL SCIENCE

VA Navies
VB Naval administration
VC Naval maintenance
VD Naval seamen
VE Marines
VF Naval ordnance
VG Minor services of navies
VK Navigation, Merchant marine
VM Naval architecture, Shipbuilding, Marine engineering

Z BIBLIOGRAPHY AND LIBRARY SCIENCE

Dewey Decimal Classification

The Dewey Decimal Classification System was the only classification system used in Ellis Library prior to 1960. So it is safe to say that all books acquired before 1960 have a Dewey call number unless they have been reclassified to Library of Congress.

The Dewey Decimal System groups books and other materials into 10 broad subject categories, each using a 3 digit number from 000 to 999 (e.g. the 300 class symbolizes the Social Sciences); subtopics of a subject are identified by a more specific number within the major subject category (e.g. 370 is Education, 371 symbolizes the school). In some cases digits are added after a decimal point to indicate an even more specific subject (e.g. 371.1 stands for the public school). As the numerals become longer the subject areas become more specific. The use of the decimal after the basic 3 digit number may also indicate geographical areas, form of materials or historical time period. The second line of a Dewey Decimal call number consists of an author and a title symbol. The author symbol represents the author's last name and is called the Cutter number. The title symbol stands for the title of the book and is the same as the first letter of the first word of the title and appears as a small letter after the Cutter number.

SAMPLE DEWEY DECIMAL CALL NUMBER

371 = The School
371.1 —— .1 = The Public School

Author symbol —— B645s —— Title Symbol

OUTLINE OF THE

DEWEY DECIMAL CLASSIFICATION SYSTEM

000 GENERALITIES

010 Bibliographies & catalogs
020 Library & information sciences
030 General encyclopedic works
040
050 General serial publications
060 General organizations & museology
070 Journalism publishing, newspapers
080 General collections
090 Manuscripts & book rarities

100 PHILOSOPHY & RELATED DISCIPLINES

110 Metaphysics
120 Knowledge, cause, purpose, man
130 Popular & parapsychology, occultism
140 Specific philosophical viewpoints
150 Psychology
160 Logic
170 Ethics (Moral philosophy)
180 Ancient, medieval, Oriental
190 Modern Western philosophy

200 RELIGION

210 Natural religion
220 Bible
230 Christian doctrinal theology
240 Christian moral & devotional
250 Local church & religious orders
260 Social & ecclesiastical theology
270 History & geography of church
280 Christian denominations & sects
290 Other religions & comparative

300 THE SOCIAL SCIENCES

310 Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social pathology & services
370 Education
380 Commerce
390 Customs & folklore

400 LANGUAGE

410 Linguistics
420 English & Anglo-Saxon languages
430 Germanic languages
440 French, Provençal, Catalan
450 Italian, Romanian, Rhaeto-Romanic
460 Spanish & Portuguese languages
470 Italic languages Latin
480 Hellenic Classical Greek
490 Other languages

500 PURE SCIENCES

510 Mathematics
520 Astronomy & allied sciences
530 Physics
540 Chemistry & allied sciences
550 Sciences of earth & other worlds
560 Paleontology
570 Life sciences
580 Botanical sciences
590 Zoological sciences

600 TECHNOLOGY (APPLIED SCIENCES)

610 Medical sciences
620 Engineering & allied operations
630 Agriculture & related
640 Home economics
650 Managerial services
660 Chemical & related technologies
670 Manufactures
680 Miscellaneous manufactures
690 Buildings

700 THE ARTS

710 Civic & landscape art
720 Architecture
730 Plastic arts Sculpture
740 Drawing, decorative & minor arts
750 Painting & paintings
760 Graphic arts Prints
770 Photography & photographs
780 Music
790 Recreational & performing arts

800 LITERATURE (BELLES-LETTRES)

810 American literature in English
820 English & Anglo-Saxon literatures
830 Literatures of Germanic languages
840 French, Provençal, Catalan
850 Italian, Romanian, Rhaeto-Romanic
860 Spanish & Portuguese literatures
870 Italic languages literatures Latin
880 Hellenic languages literatures
890 Literatures of other languages

900 GENERAL GEOGRAPHY & HISTORY

910 General geography Travel
920 Biography, genealogy, insignia
930 General history of ancient world
940 General history of Europe
950 General history of Asia
960 General history of Africa
970 General history of North America
980 General history of South America
990 General history of other areas

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Recognizing Call Numbers

Since Ellis Library has dual classification systems, it is important to recognize both systems, in order to locate a book in this library. Each subject area has its own Library of Congress and Dewey shelves or stacks, consequently books with Library of Congress call numbers are shelved separately from books with Dewey call numbers. To refresh what has been said earlier in this chapter, here are examples of L.C. and Dewey call numbers.

L.C. call number	Dewey call number
JK 421 .A32	378.2 F29s

The L.C. call number begins with 1 to 3 capital letters, while a Dewey call number begins with a 3 digit number; this may be followed by a decimal point and additional digits. The third line of an L.C. call number starts with a period, while a Dewey call number does not have a period. Some call numbers may have location symbols composed of 3 or more letters above the top line of the call number. These indicate that a book will be shelved in an area other than that in which the call number falls. Location symbols used in this library are listed on the Book Location Guide posted near the Card Catalog. Here is a call number with a location symbol above it.

MED —— Location symbol indicates the
RA book is in the Medical Library.
345
.H2

Arrangement of Call Numbers

Library of Congress Classification System

Materials classified in L. C. are arranged on the shelves alphabetically by classification number. For example, in the D section (History) the basic call number arrangement is as follows: D, DA, DB, DC, . . . DZ; E, etc. Within each letter group, D1, D2, D3 . . . D999; DE, etc. Within each classification number the sub-arrangement is again alphabetical. For example:

D	D	D	D	D
1	1	1	1	2
.A1	.B1	.C1...	.Z1;	.A1, etc.

Within each book number the sub-arrangement is by decimal number. For example:

D	D	D	D	D
1	1	1	1	1
.A1	.A101	.A11...	.A199;	.A2, etc.

Dewey Decimal Classification System

Materials classified in Dewey are arranged on the shelves numerically by classification number. For example, in the 300 section (Social Science) the basic call number arrangement is as follows: 301, 302, 303, . . . 309, 310, etc. Within each digit group, the sub-arrangement is determined by the decimal point. For example, 301.10, 301.15, 301.2 . . . 301.9; 304.1, etc. Within each classification number the sub-arrangement is alphabetical and then numerical. For example:

331	331	331	331	331
J27a	J37b	J38c	M645t	M675

If the call numbers are identical up to this point, they are arranged

alphabetically by the title symbol. For example:

330 J456b	330 J456e	330 J456g	330 J456s	330 J456t

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LOCATING LIBRARY MATERIALS

The front entrance of Ellis Library is located on Lowry Street across from the Missouri Book Store. You must be acquainted with the working of a compass to really grasp the physical location of materials in the library. Upon entering, to your extreme left is EAST and of course to your extreme right is WEST. To your immediate left you will find the Circulation Desk. In order to borrow a book or periodical you must stop and check out these materials at this desk before leaving the building. There are four floors to the library, each floor having an EAST and WEST wing, and a Central Stack Area, located in the middle of the building. This Central Stack Area includes half floors, namely 1A and 2A. Each wing may house materials in one or two classification systems. For example, Science on 1 EAST, uses only the Library of Congress Classification system beginning with Q and ending in Z, whereas Social Science on 2 EAST utilizes both Dewey (300-399) and Library of Congress (H, J, K, SOCS-Z).

Materials in the Stacks

Once you obtain a call number, it becomes mandatory that you consult the Book Location Guide (see below), which is posted throughout the building. Two copies of the guide are always posted near the Card Catalog on the Second Floor across from the General Reference Department. Next, determine what classification system your call number falls into (Library of Congress or Dewey) and match the top line of the call number (letters or numbers) with those on the Book Location Guide. Once this is done, follow the

dotted line to a number and direction. For example, G - GF .... 3 EAST translates as Third Floor East Wing. Proceed to that area and locate your book or bound periodical. Some call numbers will have a code above them such as LANG or MED. These location symbols indicate that the item is located in an area other than the one in which the call number normally falls. In such an instance consult the "Location Symbols" listed on the back side of the Book Location Guide. These will provide you with the necessary room numbers or branch library locations.

Book Location Guide

To locate a book listed in the card catalog, use the letters, numbers or special location symbol on the top line of the call number to determine the area in which the book is shelved (unless the call number is followed by a special location stamp).

LIBRARY OF CONGRESS CLASSIFICATION	LOCATION
A - BX (except AM & BF)	3 East
AM	4 East
BF	2 Central Stacks
C (except CC, CJ, CN)	3 East
CC, CJ, CN	4 East
D, E, F	3 East
G - GF	3 East
GN - GT	4 East
GV	2 Central Stacks
H, J, K	2 East
L - LT	2 Central Stacks
M - N	4 East
P - PM	1A West Stacks
PN - PQ	2 West Stacks
PR - PZ	2A West Stacks
Q, R, S, T, U, V	1 East
Z	1 West Stacks

DEWEY DECIMAL CLASSIFICATION	LOCATION
000 - 049	1 West Stacks
050 - 299 (except 130-9, 150-9)	3 East
130-9	2A Central Stacks
150-9	2A Central Stacks
300 - 399 (except 370-9)	2 East
370-9	2A Central Stacks
400 - 499	3 West Stacks
500 - 699 (except 571-2)	Library Annex
571-2	4 East
700 - 789	4 East
790 - 799	2A Central Stacks
800 - 899	3 West & Central Stacks
900 - 999 (except 913)	3 East
913	4 East

CALL NUMBERS begin with 1 to 3 letters (e. g. H or HF) or 3 numbers sometimes followed by decimals (e. g. 780.1).

LOCATION SYMBOLS are composed of 3 or more letters on the top line of the call number. These indicate that a book will be found in a place other than that in which the call number below is located. (See the reverse side of this sheet for a list of location symbols.) Letters with a dash after the location symbol also indicate special locations:

-C = Closed Shelf material available from the AAM Library Office (4 East)
-L = Large volumes shelved in the oversize section of the area library
-R = Reference book

Special symbols preceding Dewey call numbers are:

Q = Quarto or large book, may be shelved with regular-sized books or in the oversize section of the area library
M = Music located with other books in the 780's
T = Textbook, shelved according to call number

LOCATION SYMBOLS

AAM	Art, Archaeology & Music Library	4 East
ACQ	Acquisitions Dept. (ask at the Info. Desk)	Rm. 113, Central
AGRI	Agriculture (Science Library)	1 East
BIOL	Biology (Science Library)	1 East
CPRR	Current Periodicals Reading Room	Rm. 109, 1 West
DELTA	Delta Center	Portageville, Mo.
DOCS	Documents Library	Rm. 2D63, 2 East
EDUC	Education Library	2 Central
EDUC-T	Education Historical Textbook Collection	Library Annex
ENGR	Engineering Library	Rm. 2017 Engineering
FILM	Microfilm	Rm. 401, 4 West
FLM	Frank Luther Mott Collection	Rm. 401, 4 West
GAYLORD	Gaylord Memorial Library	Puxico, Mo.
GEOL	Geology Library	Rm. 201 Geology
GHP	Geography, History & Philosophy Library	3 East
HRAF	Human Relations Area Files	Rm. 401, 4 West
JGN	John G. Neihardt Collection (ask in LANG)	Rm. 202, 2 West
JOUR	Journalism Library	Rm. 117 Walter Williams
LANG	Language & Literature Library	1A, 2, 2A West
LAW	Law Library	Rm. 200 Tate
LIBS	Library Science Library	Rms. 405-7, 4 West
LIBS-J	Library Science Juvenile Collection	Rm. 407, 4 West
MATH	Math Library	Rm. 206 Math Science
MED	Medical Library	Rm. M210 Med Sciences
MICD	Microcards	Rm. 401, 4 West
MICF	Microfiche	Rm. 401. 4 West
MICPT	Microprint	Rm. 401, 4 West
RARE	Rare Books	Rm. 401, 4 West
REF-R	General Reference Collection	Rm. 201, 2 Central
RES	Research Park	Rm. 131 Dalton
SCI	Science Library	1 East
SERIAL SET	United States Serial Set	3 East
SOCS	Social Science Library	2 East
SPEC-M	University of Missouri Archives	Rm. 401, 4 West
TAPE	Tape recording	4 East
THOMAS MOORE JOHNSON.	Thomas Moore Johnson Collection	Rm. 401, 4 West
UGL	Undergraduate Library	Rm. 109, 1 West
UGL-R	General Reference Collection (same as REF-R)	Rm. 201, 2 Central
VET	Veterinary Medical Library	Rm. W218 Veterinary Med.

Current Periodicals

Should you need to examine current issues of a periodical (in other words unbound issues pertaining to the present year), proceed to 1 WEST which houses the Current Periodicals Reading Room. Your periodical publication is shelved alphabetically by title.

New Books

New books are constantly being added to the collection. Each subject area of the library has a separate table that contains these new acquisitions. Listed below are the areas that have a "NEW BOOK" section.

AREA	LOCATION
AAM	next to office
Education	behind and to the right of the General Reference Desk just before RANGE 1
GHP	in front of office
Language and Literature	as you enter 2 WEST next to office
Library Science	on windowsill as you enter reading room
Science	behind office
Social Science	in front of office

Checking out Materials

Once you have located your book or periodical proceed to the Circulation Desk located in the main lobby and present your I.D. card to the staff member on duty. The item will then be charged out to you.

Loan Time

1. Undergraduate students and non-students with library cards

   Books due in 1 month, unless recalled.

   Periodicals due at 8:45 AM the next day, or 2:45 PM on Sunday.

   No renewal of periodicals.

2. Graduate students and university staff

   Books due in 4 months, unless recalled.

   Periodicals due at 8:45 AM the next day, or 2:45 PM on Sunday.

   No renewal of periodicals.

3. Faculty

   Books due in 4 months, unless recalled.

   Periodicals due in 2 weeks. No renewal.

Reserve books

Located at the Reserve Desk 1 WEST. Two hour reserve due at the end of two hours, or at 8:45 AM on an overnight loan (2:45 PM on Sunday). Overnight loan begins two hours before closing time of the Reserve Desk.

Three day reserve due at 8:45 AM in three days (2:45 PM on Sunday).

One day reserve due at 8:45 AM the next day (2:45 PM on Sunday).

Undergraduate books and periodicals

Books due in 1 month. Periodicals due at 8:45 AM the next day, or 2:45 PM on Sunday.

Penalties for a late return

Fines are assessed solely to encourage the prompt return of books.

Undergraduates, graduate students, and non-students are fined for overdue materials.

Missing Materials

Should your periodical or book not be on the shelf, first check the "return shelves" in that particular subject area. Should this prove fruitless proceed to the Circulation Desk and fill out a "call in" request form.

A "call in" request may be made for any book on loan to another borrower. Books may be recalled two weeks from the time of loan. Periodicals may be recalled one day from the date of loan. Books needed for reserve are immediately due. To call in a book, fill out a "call in" request at the Circulation Desk with complete book information, your name, address, and I.D. number. You will be notified when it is returned. It will be held for you at the Circulation Desk until the date specified on the notice sent.

A "look up" may be requested at the Circulation Desk for any book not in place in the stacks and not on loan according to the Circulation records. Check the correct stack location for the book and the return shelves in the area. Request a Circulation Desk attendant to check the print-out of loans to see if the book is on loan. If the book cannot be accounted for, fill out a "look up" request with complete book information, your name, address, and I.D. number. You will be notified if the book is found, and it will be held for you at the Circulation Desk until the date specified on the notice sent.

Returning Materials

Return books and periodicals to the Circulation Desk or use the "Book Drops" located in the front and back of the library. However, "reserve books" must be returned to the Reserve Desk 1 WEST.

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ENCYCLOPEDIAS

Library research often begins with finding a general or introductory account of the research topic, or an account of a broader subject which includes the topic. Experienced researchers know that it is well worth their time to orient themselves before beginning work on a topic which is new to them. Encyclopedias are often the best source for this preliminary reading. A good encyclopedia article will provide you with an introduction to the field of your topic, will familiarize you with important concepts and terms related to the topic, and will give you an idea of the magnitude of the subject. If the article is brief, or if the subject is only mentioned in passing, this may be an indication it will be difficult to find enough research material on the subject.

There are other reference sources which may also be used to clarify your topic. These include specialized encyclopedias, introductory texts, general dictionaries, and specialized dictionaries. What you learn from this preliminary reading will help you determine the direction of your search for further information. You may also discover an aspect of your subject which you find particularly intriguing, and decide to shift the focus of your research.

General Encyclopedias

A general encyclopedia, that is, one which covers all fields of knowledge, is often the best place to start research on a project. These encyclopedias have comprehensive indexes which will locate the information

on a particular subject dispersed throughout the set. The bibliographies attached to encyclopedia articles will often serve as a good starting point for further research.

Encyclopedia Britannica (REF-R AE 5 .E363)

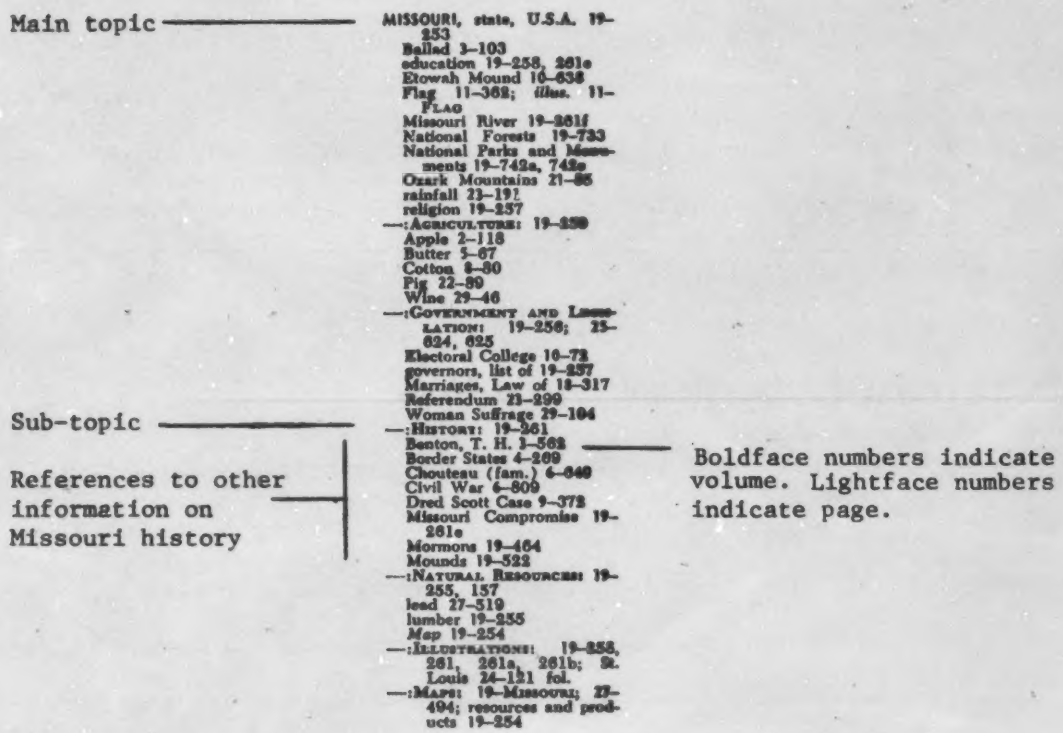
This is the most famous encyclopedia in English. Originally published in Great Britain, it has been published in the United States for many years. The set still reflects its British origins in spelling, some headings, and in the lengthy treatment of many British topics. A useful and generally well-made encyclopedia, it has long, detailed articles on many subjects. Many of the longer articles have useful bibliographies appended to them. The encyclopedia is especially strong in the arts, and the political and economic developments of Europe.

Beginning with the 15th edition (1974), the Encyclopedia Britannica is divided into three sections: 1) the "Propaedia," a one-volume outline of knowledge and guide to the Britannica; 2) the "Micropaedia," ten volumes (indicated by Roman numerals) which contain a large number of short articles on very specific subjects; and 3) the "Macropaedia," nineteen volumes (indicated by Arabic numerals) which contain long articles on broad topics. There is no index volume as such, since the "Micropaedia" contains both cross-references for its own use and references (with volume and page numbers) to the longer articles in the "Macropaedia." (If there is a long article by the same title, its volume and page numbers will be given at the beginning of the short article). Always begin by looking in the "Micropaedia."

Encyclopedia Americana (REF-R AE 5 .E333)

The Americana is particularly useful for articles on American history, geography, and biography. Suppose you wish to find some background information for a research paper on the history of Missouri. In Encyclopedia Americana you can go directly to the "M" volume, and find an article under "Missouri: History." But it is usually best to use the index volume to pick up additional bits of useful information in other articles.

Encyclopedia Americana index volume



Subject Encyclopedias

In addition to general encyclopedias there are many encyclopedias which concentrate on specific subject fields. Articles in these are more detailed than those in general encyclopedias. A specialized encyclopedia may be a better place to look than a general encyclopedia for some subjects. These are some examples of specialized encyclopedias:

Encyclopedia of Education (EDUC-R LB 15 .E47)

Encyclopedia of Philosophy (REF-R B 41 .E5)

Encyclopedia of World Art (REF-R N 31 .E533)

International Encyclopedia of the Social Sciences (REF-R H 40 .A215)

McGraw-Hill Encyclopedia of Science and Technology (REF-R Q 121 .M3)

To find an encyclopedia for a subject you are interested in, look in the Subject Catalog under the general topic (EDUCATION, ART, SCIENCE, etc.) with the subdivision --DICTIONARIES. For example, the entry for the Encyclopedia of Education can be found by looking under EDUCATION--DICTIONARIES.

National Encyclopedias

National encyclopedias, such as the Encyclopedia Canadiana (917.1 En19) and the Korean Encyclopedia (AE 35.4 .T3), summarize the "culture" of a country, and are usually published under governmental auspices.

General, subject, and national encyclopedias are also published in languages other than English. Some foreign language encyclopedias are among the best ever produced and can provide statistical information, bibliographic citations, illustrations, and biographical facts and data not included in other encyclopedias. This type of information is often

useful even when you cannot read the language. Three notable foreign language encyclopedias are:

Brockhaus' Konversations-Lexikon. Der Grosse Brockhaus (LANG AE 27 .B92)

Enciclopedia Italiana di Scienze, Lettere, ed Arti (LANG-R AE 35 .E5)

Grand Larousse Encyclopédique (LANG-R AE 25 .G64)

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DICTIONARIES

Dictionaries are the main sources of information about words: their spelling, pronunciation, meaning, derivation, etc. There are four types of dictionaries: general, special, subject, and foreign language.

General Dictionaries

Large dictionaries which try to include every word in the language are called "unabridged" dictionaries, while the smaller, "abridged" ones are limited to the more commonly used words.

Unabridged: Oxford English Dictionary (REF-R PE 1625 .M7)

Random House Dictionary of the English Language (REF-R PE 1625 .R3)

Webster's Third New International Dictionary of the English Language (REF-R PE 1625 .W36)

Abridged: American Heritage Dictionary of the English Language (REF-R PE 1625 .A54)

Webster's New Collegiate Dictionary (REF-R PE 1628 .W4M4)

Special Dictionaries

These provide a wide variety of information, including usage, synonyms, antonyms, abbreviations, and quotations.

Abbreviations Dictionary (REF-R PE 1693 .D4)

Dictionary of American Slang (REF-R PE 3729 .U5W4)

Dictionary of Quotations (REF-R PN 6081 .E9)

Roget's International Thesaurus (REF-R PE 1591 .M37)

Subject Dictionaries

These define specialized words and jargon. Here the definitions are usually more detailed than in general dictionaries, and can often be used to find basic information about a subject, much like an encyclopedia. To determine if there is a subject dictionary in your field of interest, check the Subject Catalog under SUBJECT -- DICTIONARIES, e.g. MUSIC -- DICTIONARIES.

Dictionary of Architecture (REF-R NA 31 .S25)

Dictionary of Psychology (REF-R BF 31 .D7)

Harper's Dictionary of Music (REF-R ML 100 .A48)

Foreign Language Dictionaries

There are, of course, general, special, and subject dictionaries for most foreign languages. Most students are interested in bilingual dictionaries to be used in translating. Such dictionaries are filed in the Subject Catalog under:

(LANGUAGE) -- DICTIONARIES -- ENGLISH LANGUAGE

or

ENGLISH LANGUAGE -- DICTIONARIES -- (LANGUAGE)

Cassell's Spanish-English, English-Spanish Dictionary
(REF-R PC 4640 .C35)

Harrap's New Standard French and English Dictionary
(REF-R PC 2640 .H317)

Langenscheidt's Comprehensive Dictionary (English-German)
(REF-R PF 3640 .M53)

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BIOGRAPHICAL SOURCES

A biography may be defined as a source which gives information about a person's life that is written by someone else. An autobiography is information written by persons about themselves. Many times, complete books are written about people. They may be found by looking in the Subject Catalog under the person's name.

Besides the Card Catalog, there are three main types of biographical sources: 1) general 2) national or regional 3) professional or occupational.

General

These include such works as Current Biography (REF-R CT 100 .C8) which provides a detailed biography and often includes a photograph of the person; International Who's Who (REF-R CT 120 .I5), Who's Who in the World (REF-R CT 120 .W5) and Contemporary Authors (REF-R Z 1224 .C6) include current information on persons writing in many disciplines and from several countries.

National or Regional

These may include information for an entire country or specific region. Some may be specifically for living or deceased persons while others include both.

Dictionary of American Biography (REF-R E 176 .D563)

Dictionary of National Biography (LANG-R DA 28 .D45)

The DAB and DNB are two great national biographical sets which are devoted to well-known persons who are deceased. The DAB is American. The DNB is British.

National Cyclopedia of American Biography (LANG-R E 176 .N28)

This includes extensive information on Americans both past and present, although the majority listed were living after 1850. Most persons covered hold or have held high positions in government, the professions, financial, industrial, and religious areas. It is said by some to be the most comprehensive list of living and dead American notables available in one source.

Many countries have biographical directories of important persons.

Who's Who (British) (REF-R DA 28 .W6)

Who's Who in America (REF-R E 663 .W56)

Who's Who in the East (U.S.) (REF-R E 747 .W59)

Who's Who in the Midwest (U.S.) (REF-R E 747 .W63)

For other volumes with titles beginning "Who's Who..." look in the Author-Title Catalog.

Professional or Occupational

There are many biographical directories which group persons according to profession or business, religion, ethnic background, race or sex, and country where they live. For example, Who's Who in Finance and Industry (SOCS-R HF 3023 .A2 .W52), Who's Who in Architecture (REF-R NA 40 .W48), American Men and Women of Science (REF-R Q 141 .A472),

Who's Who in Religion (GHP-R BR 569 .W48), Who's Who in World Jewry (REF-R DS 125.3 .A2 .W5), Who's Who in Europe (LANG-R D 1070 .W48), Notable American Women (REF-R CT 3260 .N57), and World Who's Who of Women (REF-R CT 3235 .W67). To determine whether there is a biographical directory for a certain subject or group of persons, consult the Subject Catalog under GROUP or SUBJECT -- DICTIONARIES, e.g. PSYCHOLOGISTS -- DICTIONARIES.

In addition to books which are composed entirely of biographical information, many biographical sketches may be found in periodicals or in collected works. These may be located by using an index.

Biographical Dictionaries Master Index (REF-R Z 5305 .U5 B56)

Biography Index (REF-R Z 5301 .B5)

Essay and General Literature Index (REF-R AI 3 .E752)

New York Times Obituaries Index (REF-R CT 213 .N47)

Biographical Dictionaries and Related Works (REF-R Z 5301 .S55)

This is a useful index to biographies which is international in scope and attempts to cover all languages and cultures. Its subtitle is descriptive of its contents: "An international bibliography of collective biographies, collections of epitaphs, selected genealogical works, dictionaries of anonyms and pseudonyms, historical and specialized dictionaries, biographical materials in government manuals, bibliographies of biography, biographical indexes and selected portrait catalogs."

9

ALMANACS

Almanacs as we know them today are annual compilations of statistics and other factual information. Old-style almanacs were written to provide astronomical and meteorological information (high and low tides, weather forecasts, and the like) to farmers and seamen. The Old Farmer's Almanac is a familiar title.

Modern almanacs are usually consulted to answer quick reference questions on a variety of subjects, ranging from Academy Award winners to Zoos in the United States. Almanacs offer relatively recent information, updating standard reference sources like encyclopedias. Most almanacs also serve as directories, supplying addresses for individual personalities, associations, and professional societies.

Some of the almanacs available in Ellis Library are:

Information Please Almanac (REF-R AY 64 .I55)

Reader's Digest Almanac (REF-R AY 64 .R4)

Whitaker's Almanack (REF-R AY 754 .W5)

World Almanac and Book of Facts (REF-R AY 87 .N5 .W7)

Each almanac is arranged differently and often in no apparent order, so it is necessary to use the index located in either the front or back of the book. The contents of almanacs vary, so it may be helpful to consult more than one.

Several almanacs have been published annually for a hundred years or more. Such almanacs are useful in locating retrospective information or identifying the social and political trends of a time period. For example, The World Almanac and Book of Facts was first published in 1868.

Besides almanacs, there are other publications which are specifically designed to update statistics and other types of current information. Some of the more specialized fact books are:

Britannica Book of the Year (REF-R AE 5 .E364)

Collier's Encyclopedia Yearbook (REF-R AE 5 .C723)

Facts on File, a Weekly World News Digest (REF-R D 410 .F3)

The Guinness Book of World Records (REF-R AG 243 .G87)

Statesman's Yearbook (REF-R JA 51 .S7)

Statistical Abstract of the United States (REF-R HA 202 .A38)

10

ATLASES

Generally, an atlas is a volume containing a collection of maps. The collection often has accompanying charts, tables, plates, and explanatory text. The word "atlas" is used because Gerhard Mercator (1512-1594) used the term in the title he gave to a collection of 107 maps. The publisher of Mercator's maps employed an engraving of Atlas (the Greek god holding up the world) on the title page. This helped to establish the term.

Most atlases fall into one of two general classes. The first is the political or physical or a combination of both; the second is the thematic which serves a special purpose. Atlases in both classes are primarily graphic representations instead of the purely textual approach to knowledge. There are a great variety of reasons for consulting an atlas -- what is the location of a particular town, where is the nearest railroad serving that town, what is the height above sea level of that town, what are the number of hotels in that town, and what is its zip code number? Thematic atlases might provide a user with the dimensions of a canyon on the moon or the extent of the spread of the Black Death, the Papal schism, etc. The use of atlases can clarify and enrich many areas of research and study. Examples of atlases:

Rand McNally Cosmopolitan World Atlas (GHP-R G 1019 .R24)

This is an atlas of the world mapped on a regional basis. Maps are clear and up-to-date. Maps for the individual states of the U.S. (with small insets for areas of large cities) are particularly useful. There are special sections on the earth as a planet and "World metropolitan area maps."

Special tables include world political information by country, tables of distances, list of principal lakes, rivers, islands, etc.

Shepherd's Historical Atlas (REF-R G 1030 .S4)

This is a well-known and long-established historical atlas covering from 1430 B.C. to 1964. It is useful for designating political boundaries at various times, routes used by explorers, the distribution of monastic centers in medieval Europe, etc. This is a good example of a thematic atlas.

The Times (London) Atlas of the World (REF-R G 1019 .T52)

The emphasis in this atlas in on large-scale, multiple maps for several countries, with great care given to detail and color. Each volume covers a different section of the world, and each has its own index-gazetteer. The set includes thematic features such as oceanography, climate, population, and communications. Place names are given, preferably in the form of the spelling officially used by the inhabitants of a given country.

Rand McNally Bible Atlas (REF-R BS 630 .K7)

Twenty-two maps form the center of this volume which is primarily a historical discussion of geographical references in the Bible -- told with archaeological and historical background.

Although atlases may be found in many areas of Ellis Library, the majority is located in the Geography, History & Philosophy (GHP) reference collection on 3 East. Call numbers of atlases in the GHP reference collection will be preceded by GHP-R.

11

PERIODICAL AND NEWSPAPER INDEXES

Periodical Indexes

While books are lengthy treatments of a single subject or a collection of articles on similar subjects, periodicals are quite different. They are sometimes referred to as magazines, journals, or serials. These usually contain many articles on various subjects by different authors. The same titles, such as Time, American Scholar, or The UNESCO Courier, are published monthly, quarterly, or at least semiannually. Periodicals get their name from this frequency of publication, i.e. they are issued periodically. They also differ from books in that they appear in paper (unbound) issues which are later bound together in hard covers. Because of their special format and content, libraries treat periodicals separately and list them in different ways.

The component parts of magazines and journals are articles -- shorter essays on various topics by different authors. The only difference between the articles in magazines and those in journals is that the former tend to be popular treatments, while the latter are scholarly or research-oriented.

Periodical articles can be important sources for research papers because they are often more up to date than books written about the same subjects. Articles may be found on topics about which books have not yet been written. Events of timely interest, e.g. elections, the Super Bowl, television programs, may only have had many short reports written on them over a brief period of time.

Periodical articles are never listed in the Card Catalog. They can be retrieved by using a periodical index. Some journals have their own indexes; for example, the National Geographic has an index which covers the years 1947-1969 and Esquire's own index lists articles from 1933 to 1973. If one knows that an article appeared in a certain magazine, it is possible to use the magazine's own index to find it, otherwise use a general periodical index.

The most common use for periodical indexes is to locate information on a subject. Most indexes list articles by authors and subjects; some also have title listings, especially for literary works. It is important to find the periodical index which is both appropriate to the subject on which research is being done and to one's own level of knowledge about that subject. The Readers' Guide to Periodical Literature is the most widely used general index. It includes listings for over 100 popular magazines. Most disciplines have specialized indexes with an arrangement similar to Readers' Guide. However some indexes are arranged topically, that is by subjects, with supplementary author indexes. Some indexes also include abstracts of the articles they list; e.g. Psychological Abstracts.

In Ellis Library, the Readers' Guide and the other general indexes are located in the General Reference Department. Other specialized indexes may be found in the appropriate subject or branch library. Some of these other indexes are:

Business Periodicals Index (SOCS-R Z 7164 .C81 .B983)

Chemical Abstracts (SCI-R QD 1 .A51)

Current Index to Journals in Education (EDUC-R Z 5813 .C8)

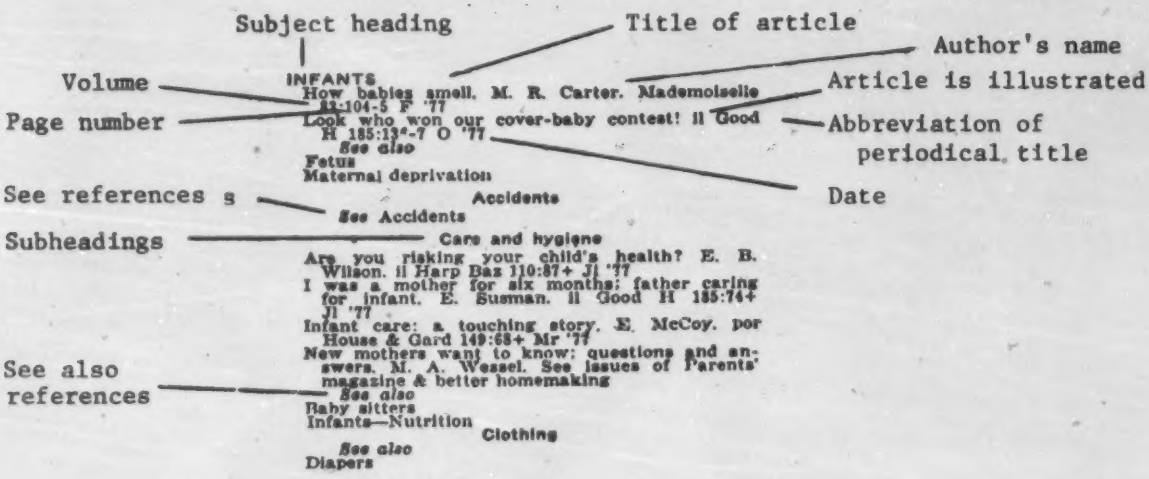
Index to Religious Periodical Literature (GHP-R Z 7753 .A5)

Music Index (AAM-R ML 118 .M84)

Public Affairs Information Service. Bulletin (SOCS-R Z 7163 .P9)

The Readers' Guide to Periodical Literature (REF-R AI 3 .R48)

The Readers' Guide, which is issued and cumulated periodically and on an annual basis, covers areas of general interest including current events, movies, book reviews, hobbies, and people in the news. It contains listings of articles by authors and subjects, with a special section of book reviews at the back of each volume. The main headings are printed in boldface type, while the subheadings are centered in the column below them. The following is a sample section from a page of the Readers' Guide.


Subject heading
Title of article
Author's name
Volume
Article is illustrated
Page number
Abbreviation of periodical title
Date
See references s
Subheadings
See also references
INFANTS
How babies smell. M. R. Carter. Mademoiselle 83:104-5 F '77
Look who won our cover-baby contest! il Good H 185:13*-7 O '77
See also
Fetus
Maternal deprivation
Accidents
See Accidents
Care and hygiene
Are you risking your child's health? E. B. Wilson. il Harp Baz 110:87+ Jl '77
I was a mother for six months: father caring for infant. E. Susman. il Good H 185:74+ Jl '77
Infant care: a touching story. E. McCoy. por House & Gard 149:68+ Mr '77
New mothers want to know: questions and answers. M. A. Wessel. See issues of Parents' magazine & better homemaking
See also
Baby sitters
Infants—Nutrition
Clothing
See also
Diapers

Periodical indexes contain much abbreviated information in order to save space. For example, at the front of each volume of Readers' Guide there is a list of abbreviated words and magazine titles. Other information contained

in the front includes current name and address of the publisher, price of a subscription, and "Suggestions for the use."

When a person is both an author and the subject of articles, the articles by him precede those about him. The latter are listed under the italicized subheading "about." The headings used in Readers' Guide are similar in most cases to those used in the Subject Catalog. As with the Card Catalog, see and see also references are used in periodical indexes.

Newspaper Indexes

Newspapers are excellent sources of information on current events and contemporary accounts of events in the past. The UMC Library subscribes to many newspapers. The Journalism Library maintains current issues of numerous foreign and domestic newspapers. Additionally, microfilmed backfiles of twenty-three current newspapers are maintained in the Special Collections Department. Special Collections also has hundreds of other newspapers in microformat (photographically reduced in size) including a large collection of early American newspapers, special interest newspapers, and underground newspapers. Backfiles of Columbia, Missouri newspapers are available in the Journalism Library and the State Historical Society. Newspapers from other Missouri cities are also available in the State Historical Society. A list of microform newspapers is available at the General Reference Desk and in Special Collections.

A few of the major newspapers are indexed. These indexes are useful for finding an account of an event and for pinpointing the date of an event. Once a date is known, information in other newspapers and news

magazines often can be located. Considerations such as where the event occurred, and the likelihood of the event having received national and/or international coverage, influence a researcher's choice of the most appropriate index to use.

Newspaper indexes are organized much like periodical indexes. Citations are listed under alphabetically arranged subject headings, with cross or see references to related topics. The citations indicate the date of the newspaper, the page number, and the column number where the information will be found. The example below is taken from the New York Times Index for 1977 under the subject heading "Tornadoes."

TORNADOES

Woman killed, and 3 others injured on Feb 23 near Joplin, Mo, when tornado hits mobile home; tornado watches are posted in Okla, Ark, Mo, Ill, Ind, Ky, Tenn and Miss (S). F 24,13:4

Illus of house left standing on end after being hit by tornado in Augusta, Mich, on Apr 2, Ap 3,26:5

Tornadoes hit at least 4 Middle Western states on Apr 2, causing 1 death, heavy property damage and injuries to at least 12 persons (S). Ap 3,26:6

Tornadoes in Ala, Miss and Ga, and floods triggered by heavy rains in Ky, W Va and Va, leave 26 persons dead, 2 missing and thousands homeless (M). Ap 5,22:3; storms that produced floods in Appalachians also carried high winds and tornadoes that killed 20 persons, 17 of them in 1 housing project in Birmingham, Ala, on Apr 4; 1 Ashville, Ala, resident is killed (S). Ap 6,16:1; illus of rescue workers in Birmingham, Ala (S). Ap 6,16:3; Pres Carter declares Ala a major disaster area (S). Ap 10,14:6

Tornado strikes Nina, La, on Apr 21, killing 1 person, injuring 3 others and damaging 15 homes (S). Ap 22,IV,18:6

Tornado hits Calif coast on May 8, downing power lines, tearing up trees and damaging bldg; no injuries reptd but some 50 hospital patients are evacuated when part of bldg's roof is ripped off (S). My 9,63:2

Small twisters touch down in Oceanside and Rockville Center, NY, on May 9 (S). My 10,55:1

Natl Guard is called out to prevent looting and help supply emergency power after tornado hits Fremont, Ohio, injuring 19 people and causing over $1-million damage; destruction described (S). Jl 2,6:6

1 person is killed and 14 injured when tornadoes sweep across northwestern Wis on July 30 (S). Ag 1,10:6

Illus of damage in Longport, NJ, in wake of tornado, thunderstorms and strong winds that lashed S Jersey coast on Aug 10; 1 injury reptd. Ag 11,II,3:5

The first reference is to an article in the February 24 issue, page 13, column 4 (i.e. F 24, 13:4 means February 24, page 13, column 4). The (S) indicates that the length of the article is short; (M) and (L) stand for medium and long, respectively.

Newspaper Indexes in Ellis

Christian Science Monitor Index

1960 to date (SPEC-R AI 21 .C47)

New York Times Index 1850 to date (REF-R AI 21 .N44)

1907 to date (SPEC-R AI 21 .N44)

New York Tribune 1875 - 1906 (FILM)

Newspaper Index (includes)

Chicago Tribune 1972 to date (SPEC-R AI 21 .N45)

Los Angeles Times

1972 to date (SPEC-R AI 21 .N451)

New Orleans Times Picayune

1972 to date (SPEC-R AI 21 .N452)

Washington Post 1971 to date (SPEC-R AI 21 .N453)

The Times, London

Palmer's Index to the London Times

1790 - 1938 (SPEC-R AI 21 .T5)

The Index to the Times

1939 to date (SPEC-R AI 21 .T46)

Wall Street Journal Index

1957 to date (SOCS-R HG 1 .W26)

In addition to newspaper and newspaper indexes, there are several news summaries which outline current, national, regional, and international events from published newspapers. Two important news summaries are:

Facts on File 1940 to date (REF-R D 410 .F3)

This weekly world digest summarizes the events reported in fifty foreign and U.S. newspapers. The index gives month, date, margin letter, and column number. A reference, 10-3,621-C1 means October 3, page 621, and C1 indicates the C section (or about a third of the way down) in column 1.

Keesings' Contemporary Archives 1931 to date (GHP-R D 410 .K4)

A valuable feature of this weekly news summary is the inclusion of texts of speeches and documents, obituaries and statistics.

After finding citations on your topic, you must consult the Serials Catalog to locate the periodicals and newspapers in which these articles appear.

12

SERIALS

Serials Catalog

The Serials Catalog is located on the Second Floor of Ellis Library in the central part of the building just south of the Author-Title and Subject Catalogs.

The Serials Catalog is an alphabetically arranged card file in which each issue of a serial is recorded as it is received by the library. A serial is defined as a "publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely." Serials include periodicals (magazines, journals, etc.), newspapers, annuals (yearbooks, etc.), many government documents, numbered monographic or book series, and the proceedings, transactions, etc. of societies.

Entry in the Serials Catalog is mainly by title:

Commerce Business Daily

Missouri Pork Producer

Time

Wall Street Journal

But many serials are entered under a corporate author. Most instances of corporate author entry occur with serials of generic title (i.e., journal, proceedings, bulletin, etc.) or with government publications. Examples of corporate entry serials follow:

American Psychoanalytic Association.

Journal

Metropolitan Life Insurance Co., New York.

Statistical bulletin

Missouri. Division of Health.

Monthly Vital Statistics

United States. Bureau of Labor Statistics.

Monthly Labor Review

United States. Dept. of State.

Bulletin

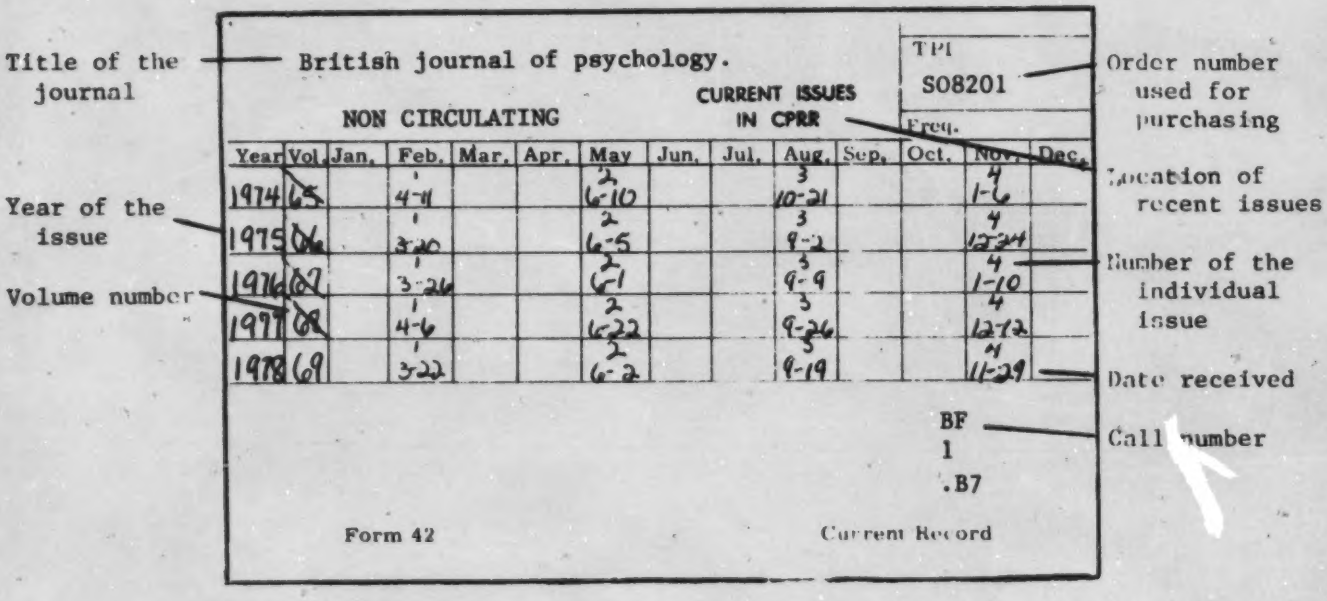
The Serials Catalog contains cards of many colors. Each card conveys different information about the serial.

(1) The white "regular" catalog cards contain bibliographic information: title, beginning issue and date, place of publication, publisher, physical characteristics (illustrative matter, size), frequency of issue, notes about the serial's publication history, special features, and other helpful information and call number. An example of the main entry (white) card follows:

BF
1
.B7 The British journal of psychology. v. 1-
Jan. 1904-
Cambridge, Cambridge University Press.
v. illus.

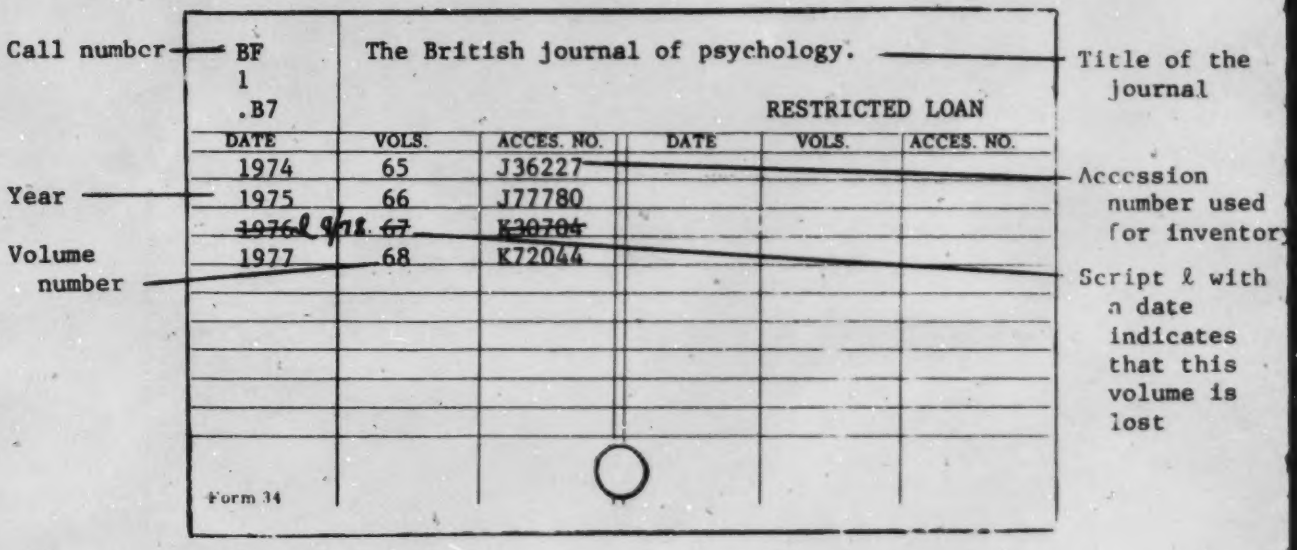
FOR VOLS. IN LIBRARY SEE SERIALS RECORDS.
Frequency varies.
Title varies: Oct. 1920-Nov. 1954, The British journal of psychology. General section.

(2) The yellow cards are called check-in cards. Each serial received two or more times per year has a yellow check-in card. As current issues are received, they are recorded on these cards. The yellow card indicates whether a particular current issue has been received. Those serials which are issued frequently enough to go to the Current Periodicals Reading Room are so stamped at the top of the yellow check-in cards. An example of a yellow check-in card follows:


Title of the journal
British journal of psychology.
NON CIRCULATING
CURRENT ISSUES IN CPRR
TPI
S08201
Freq.
Order number used for purchasing
Year of the issue
Volume number
Location of recent issues
Number of the individual issue
Date received
Call number
Year Vol. Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sep. Oct. Nov. Dec.
1974 65 1 4-11 2 6-10 3 10-21 4 1-6
1975 66 1 3-20 2 6-5 3 9-2 4 12-24
1976 67 1 3-26 2 6-1 3 9-9 4 1-10
1977 68 1 4-6 2 6-22 3 9-26 4 12-12
1978 69 1 3-22 2 6-2 3 9-19 4 11-29
BF
1
.B7
Form 42
Current Record

When an entire volume of a serial has been received, the volume is crossed off on the yellow check-in card (see vols. 65-68 on the above example), is bound into a "book," and is subsequently recorded on a white holdings card with an accession number. An accession number is a unique identifier for inventory and circulation purposes. This white holdings card should be

consulted when you want to know about our retrospective serials holdings. Periodicals issued too infrequently to be located in the Current Periodicals Reading Room will only have a white holdings card. An example of this white holdings card follows:



(3) The blue cards are records of payment for subscriptions. You will not have occasion to use them; they are mainly for library staff use.

(4) Orange and pink colored cards are called disposition cards and their instructions are usually for library employees who check-in periodicals.

If the library receives two or more copies of a serial, there will be two or more sets of the above cards -- one for each subscription. In some cases, one copy will be sent to Ellis Library and another to a branch library such as the Medical Library. The location symbol at the top of the call number will indicate which copy goes to a branch. In cases where the second copy is on microfilm, the word FILM will appear in place of a

call number on the cards indicating that these materials are located in Special Collections.

Now that you know where to find information in the Serials Catalog, you need to locate the serials themselves. Those periodicals checked in on the yellow cards with the stamp labeling them as CPRR material are in the Current Periodicals Reading Room. You can expect to find all bound volumes and all unbound serials not going to the Current Periodicals Reading Room in one of the area libraries or branches.

Current Periodicals Reading Room

The Current Periodicals Reading Room (CPRR) is located in the West Wing of Ellis Library on the First Floor, which also houses the Reserve Collection and the Undergraduate Library circulating collection.

The CPRR contains most of the frequently used current periodicals received in Ellis Library. Current is defined, for most periodicals, as the past year's issues. However, for weeklies and dailies, current sometimes means three months worth of issues.

The CPRR also contains several current newspapers. This newspaper collection consists of local (Columbia, St. Louis, Kansas City) newspapers, as well as the New York Times, Wall Street Journal, and the Christian Science Monitor. This collection is far smaller than that of the Journalism Library. Current, for newspapers, generally means the latest issues, but ask at the CPRR desk to be sure.

Periodicals in the CPRR are arranged alphabetically according to their entry in our Serials Catalog. Generally you can find a periodical under

its title, but if you have trouble, please ask at the service desk. The periodicals are shelved in ranges numbered 1-29 in 1 West and 30-32 in 1 West Stacks. Alphabetical guides are placed on both end panels of each range. In 1 West, the most recent issue of a periodical is visible on the slant shelf and other current issues are on a flat shelf beneath the slant shelf and can be accessed by lifting the slant shelf on its pivots. Periodicals waiting to be bound are also available in the CPRR. Generally, if you cannot find what you want, ask someone at the desk for assistance.

The CPRR was designed, in part, to provide security for loose issues of periodicals. For this reason, the CPRR has some policies that are not followed in other areas of the building. Materials from the CPRR cannot be taken out of the room. For photocopies, there is a copy machine in 1 West Stacks that provides copies for five cents.

For periodicals that are traditionally hard to retain, the CPRR has placed several titles behind the desk. They must be signed out to be read in the CPRR. In place of each of these titles are instructions on the slant shelves referring you to the CPRR desk. Again, ask if you are unable to find what you want.

For security reasons the CPRR staff examines the books, bags, briefcases, backpacks, etc. of all persons exiting the CPRR. Please comply with their request to show these items as you leave.

Finally, seating is at a premium in the CPRR. The CPRR staff requests that seats there be reserved for people using current periodicals.

To help you find the periodicals that you need, the CPRR has several tools:

1. Serials List I. This is a computer-produced list of all subscriptions held by the UMC Libraries which is alphabetically arranged by title and provides the call number. Titles held in the CPRR are so annotated.
2. Serials List II. This is a computer-produced list of subscriptions held in the CPRR in call number order. This list can be used as a subject approach to the periodicals you need. There are two files in the list: one is Dewey Decimal numbers and one is Library of Congress numbers. If you need help to translate your subject into call numbers, just ask the Staff.
3. Check-In Card File. This is the card file recording receipt of all periodicals in the CPRR which is maintained by the CPRR staff. They will use it to give you information concerning receipt of current issues.
4. Bindery List. This is a computer-produced microfiche list of all titles presently at the bindery. It is in call number order and the staff will use it upon request to answer your questions about the location of certain issues.
5. The CPRR staff has several other minor or more specialized tools to help you in your search.

The last thing that needs to be said about the CPRR is a list of directions to follow should you not find an issue on the CPRR shelves:

1. Look around the room -- the issue may be in use or may have recently been used and left on a table.
2. Ask at the CPRR desk as there are many possible explanations for absences:

a. The issue may be behind the desk waiting to be reshelved.

b. The issue may not be current enough to qualify for the CPRR.

c. The issue may be bound or be at the bindery.

d. The issue may be lost or mutilated.

e. The issue may not have been received yet.

f. The issue may be available only at a branch library or on microfilm in Special Collections.

g. The issue may have been checked out by a faculty or staff member.

This is the CPRR in a nutshell. If you use it a few times you should become familiar with it and should find it quite convenient for periodical reading. Sometimes it is very interesting to meander through the shelves looking at some of the unusual titles you can find there.

13

REVIEWS, PLOT SUMMARIES AND PAMPHLETS

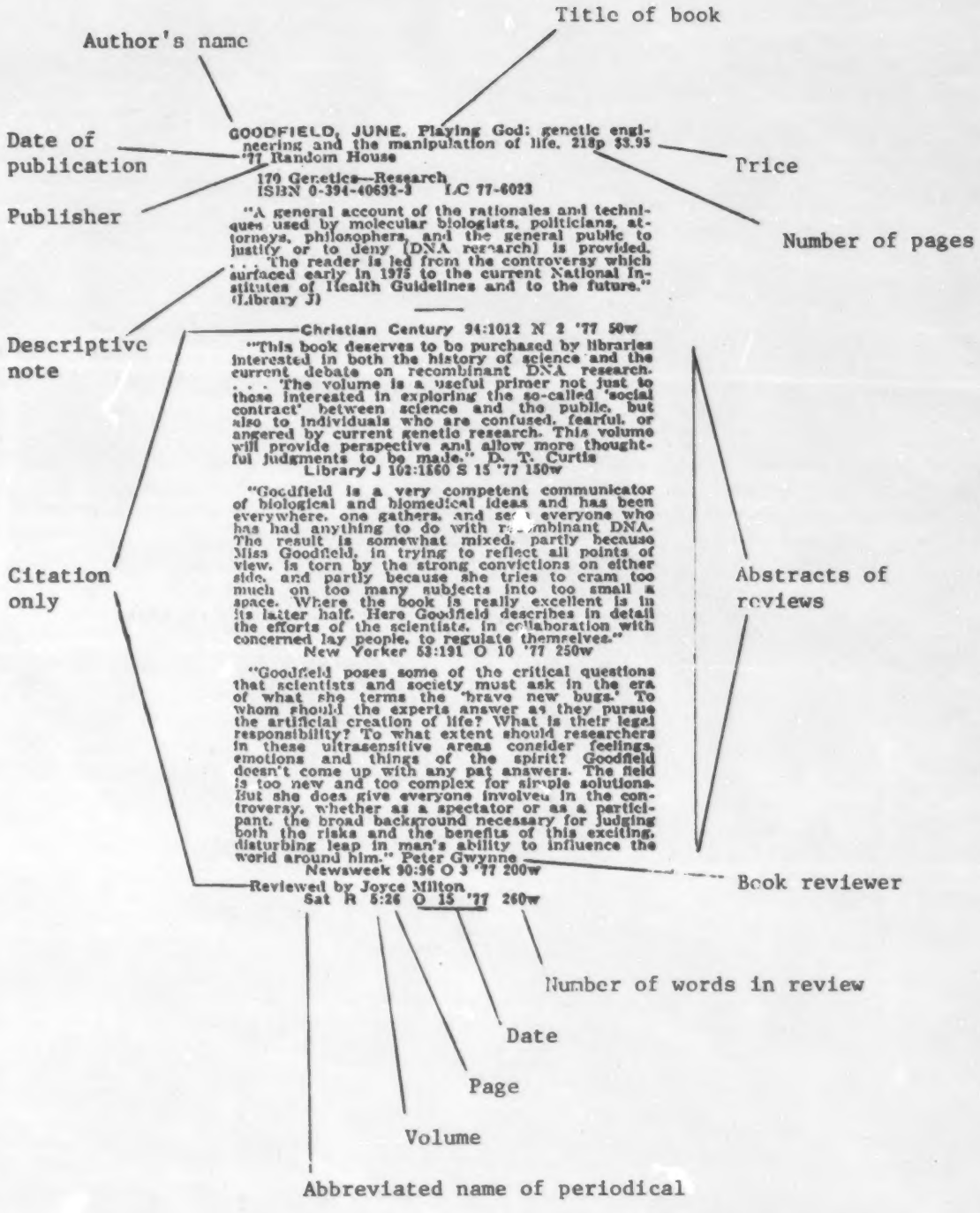
A review is an evaluation of a specific book, play, film, etc., published in a periodical or newspaper after its first appearance. Reviews should not be confused with critical studies which are usually not concerned with one specific book, etc., but rather with some aspects of the writing style, dominant themes, or critical reputation, and may appear at any time in any form.

Book Reviews

Although most book reviews are not written specifically for students, they can be profitably used in the selection of sources for a paper and, sometimes, for biographical information on individual authors. The specific index used to locate reviews will depend on the subject matter of the book. Since most reviews are published shortly after a book appears on the market, it is helpful to know the book's publication date.

Book Review Digest (REF-R Z 1219 .C96)

Appears monthly with annual cumulation. It lists and selectively abstracts reviews from about 80 popular journals. It is arranged by author, and has a subject title index. A cumulated four volume, author-title index to citations indexed between 1905-1974 is shelved next to the basic set. A sample entry from Book Review Digest follows.


Author's name
Title of book
Date of publication
Publisher
Price
Number of pages
Descriptive note
Citation only
Abstracts of reviews
Book reviewer
Number of words in review
Date
Page
Volume
Abbreviated name of periodical
GOODFIELD, JUNE. Playing God: genetic engineering and the manipulation of life. 218p $8.95 '77 Random House
170 Genetics—Research
ISBN 0-394-40692-3 LC 77-6023
"A general account of the rationales and techniques used by molecular biologists, politicians, attorneys, philosophers, and the general public to justify or to deny [DNA research] is provided. . . . The reader is led from the controversy which surfaced early in 1975 to the current National Institutes of Health Guidelines and to the future." (Library J)
Christian Century 94:1012 N 2 '77 50w
"This book deserves to be purchased by libraries interested in both the history of science and the current debate on recombinant DNA research. . . . The volume is a useful primer not just to those interested in exploring the so-called 'social contract' between science and the public, but also to individuals who are confused, fearful, or angered by current genetic research. This volume will provide perspective and allow more thoughtful judgments to be made." D. T. Curtis
Library J 102:1660 S 15 '77 150w
"Goodfield is a very competent communicator of biological and biomedical ideas and has been everywhere, one gathers, and seen everyone who has had anything to do with recombinant DNA. The result is somewhat mixed, partly because Miss Goodfield, in trying to reflect all points of view, is torn by the strong convictions on either side, and partly because she tries to cram too much on too many subjects into too small a space. Where the book is really excellent is in its latter half. Here Goodfield describes in detail the efforts of the scientists, in collaboration with concerned lay people, to regulate themselves."
New Yorker 53:191 O 10 '77 250w
"Goodfield poses some of the critical questions that scientists and society must ask in the era of what she terms the 'brave new bugs.' To whom should the experts answer as they pursue the artificial creation of life? What is their legal responsibility? To what extent should researchers in these ultrasensitive areas consider feelings, emotions and things of the spirit? Goodfield doesn't come up with any pat answers. The field is too new and too complex for simple solutions. But she does give everyone involved in the controversy, whether as a spectator or as a participant, the broad background necessary for judging both the risks and the benefits of this exciting, disturbing leap in man's ability to influence the world around him." Peter Gwynne
Newsweek 90:96 O 3 '77 200w
Reviewed by Joyce Milton
Sat R 5:26 O 15 '77 260w

Book Review Index (REF-R Z 1035 .A1 B62)

Appears bi-monthly with annual cumulation. Indexes reviews in more than 200 periodicals. Subjects: fiction, non-fiction, humanities, social sciences, librarianship, bibliography, and children's literature. It is more extensive than Book Review Digest as it is not limited to popular journals; however, it does not include abstracts.

Current Book Review Citations (REF-R Z 1035 .A1 C86)

This is a multidisciplinary index which appears annually. This compilation lists book reviews in more than 1,000 popular and scholarly journals, and duplicates information included in the ten leading periodical indexes. In other words, a researcher would not have to look through any one of the following indexes for reviews appearing after 1976: Applied Science and Technology Index, Art Index, Biological and Agricultural Index, Business Periodicals Index, Education Index, Humanities Index, Index to Legal Periodicals, Library Literature, Readers' Guide, and Social Science Index. Before 1976, it is necessary to check these indexes individually. Book reviews are usually grouped together in these indexes in one section called "Book Reviews" and are not listed separately under author and title.

Index to Book Reviews in the Humanities (LANG-R Z 1035 .A1 I5)

Annually indexes reviews in more than 2,000 scholarly periodicals. Since 1970, foreign-language titles have been added. Subject areas emphasized are art, biography, drama, folklore, language-literature, music, philosophy, and travel.

Some magazines are published primarily to review new publications and are called review journals. The following is a short list of the major general interest review journals.

New York Review of Books (LANG Z 1035 .A1 N483) includes scholarly, thoughtful, and extensive reviews of books and issues.

New York Times Book Review (LANG Z 1035 .A1 N485) is the standard book review journal. The New York Times Book Review Index lists all reviews which appeared in the Times between 1896 and 1970. For reviews published after 1970, consult the New York Times Index under the Heading "Book Reviews."

Times (London) Literary Supplement (LANG-L AP 4 .T45) is British, but international in scope.

If reviews of the book you are interested in have not been covered by any of the types of sources listed above, or are too current to have been indexed, it may be necessary to search through the specialized journals which would likely have published reviews on the book. For example, you might check the book review sections (or the annual indexes) of the American Historical Review for a review of a history book, or Notes for a review of a book on music.

Film Reviews

Reviews of popular movies can be found in periodical indexes. Like book reviews, they are grouped under their own section and are not listed under individual titles. Film reviews may be located by using indexes such as:

Art Index (REF-R Z 5937 .Z78) under "Moving Picture Reviews -- Single Works."

British Humanities Index (LANG-R Z 2005 .B7) under "Cinema."

Humanities Index (REF-R AI 3 .H8) under "Moving Pictures Reviews -- Single Works."

The New York Times Film Reviews (LANG-R PN 1995 .N48) is probably the most convenient source to use since the reviews, with photos, are reprinted. Reviews are, of course, all from the New York Times. After 1970, the New York Times Index can be used to locate reviews. Look under the heading "Motion picture reviews."

Readers' Guide to Periodical Literature (REF-R AI 3 .R48) "Moving Picture Plays -- criticism, plots, etc." or, since 1977, "Motion Picture Reviews."

Plot Summaries

Relying on a summary of a book is rarely, if ever, wise, because a summary is rarely, if ever, sufficient. However, at times you may find digests or synopses or summaries of assigned books to be useful supplements to your reading. There are many sources available. Examples are:

Masterplots (REF-R PN 44 .M33) a multi-volume set.

Reader's Digest of Books (REF-R PN 44 .K4).

Survey of Contemporary Literature (REF-R PN 44 .M34) a multi-volume set.

Thesaurus of Book Digests (REF-R PN 44 .H38).

Pamphlets

Ellis Library maintains a pamphlet file (Vertical file), which contains newspaper clippings, charts, maps, pictures, pamphlets, and some government documents on subjects of current interest. The items in the vertical file are arranged alphabetically by subject (no call numbers are used). This file is located in front of Room 202A. The best way to find out what is in the file is to check a list of subject headings kept at the General Reference desk and then go and browse under that particular subject heading. Some of the subject areas maintain a vertical file as well.

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GOVERNMENT DOCUMENTS

Government documents may be very simply defined as being publications that are printed or published at government expense. This may be either at the local, state, federal, or international government level. The variety of information which may be obtained from U.S. Government documents is nearly infinite, ranging from the raising of honey bees to the President's economic report. Dozens of reports describing government research activities and projects are issued each year. Additionally, instructional and descriptive resource materials are distributed. United States Congressional materials alone, including bills, reports, documents, hearings, committee prints, budget and technology reports number in the thousands. Certainly the statistical data collected by many government agencies are primary source materials useful to demographers, community planners, and industrial managers as well as to students, businessmen, and agriculturalists.

Missouri state documents are also varied, including bills from the General Assembly, the Governor's budget report, informational sheets, directories of a variety of services, and statistical compilations on numerous topics. There surely is something for everyone in this mass of material!

Location

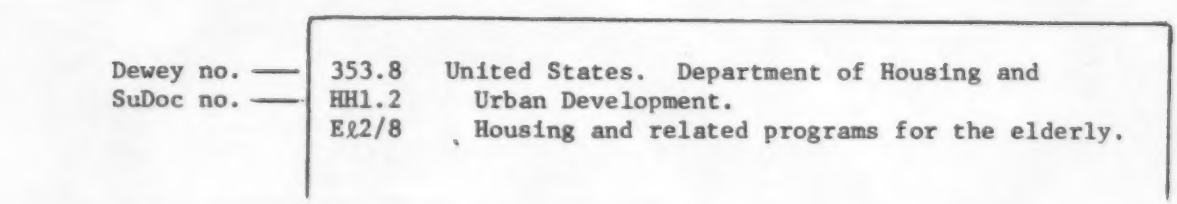
United States Government documents are not completely consolidated in this library. However, the majority of current documents are housed on the Second Floor East as a collection designated by the Dewey number 353.8. These items are not entered in the public catalog and must be accessed by

indexes that will be described in the final section of this chapter. Within the 353.8 collection, the documents are organized by the Superintendent of Documents (SuDoc) Classification.

The Missouri documents are also housed on the Second Floor East. These documents are designated "XM" which keeps them together as a collection. The MoDoc Classification within the XM designation individualizes each document.

Sometimes the decision to catalog a document is made. Then the document is taken out of the 353.8 or XM designation and given a regular Library of Congress number. When this procedure is followed the document is entered in the public catalog. A record of the disposition of each document which tells under what system it is classified and its physical location on campus is filed in the documents shelflist. This is the center of bibliographic control of all documents in the library system.

The documents shelflist is located outside the Documents Office 2D63 on the south side of the building. It is a card file arranged by SuDoc number of documents as monographs, serial titles, and series. Examples are shown below.


Dewey no. ——
SuDoc no. ——
353.8 United States. Department of Housing and
HH1.2 Urban Development.
Eℓ2/8 Housing and related programs for the elderly.

This monograph title may be found on the shelf in the 353.8 section.

Dewey no. ——	353.8 Energy abstracts for policy analysis.
SuDoc no. ——	E1.11
	(vol/no)

This serial title "Energy abstracts for policy analysis" may be found in the 353.8 section, but if the issue sought is not on the shelf, it will be necessary to check the Serials Catalog under the title to see if the issue has been received.

Dewey no. ——	353.8 United States. Environmental Protection
SuDoc no. ——	EP1.23/5 Agency.
	(no) Environmental monitoring series.

This is an example of a series entry in which items are monographic in nature and are issued at irregular intervals. If the number needed is not on the shelf, be sure and look in the Serials Catalog under the series entry, "U.S. Environmental Protection Agency" to see if the number has been checked in.

SuDoc no. ——	L1.42/2 United States. President.
	(date) Employment and training report of the President. 1976-
L.C. no. ——	HD
	5723
	.A526
	(date)

Sometimes the document has been sent to a branch library or cataloged to an area within the main library. The shelflist card filed by SuDoc number

is not prefaced by 353.8 but does indicate a second number as shown above. Such a second call number when it appears on the shelflist card takes precedence over the SuDoc Classification. The user should go to the area indicated by the Library of Congress number. In the example above, the user would go to Social Science where the "HD" books are housed.

Classification

The classification scheme devised by the Government Printing Office is used by the library in organizing its federal documents collection. It is an alphanumeric system based on the structure of the federal government. The first letter(s) of the Superintendent of Documents (SuDoc) number indicates the department, agency, or bureau of issuance. Some examples of the executive departments with their mnemonic designation are below:

A	Department of Agriculture
C	Department of Commerce
D	Department of Defense
E	Department of Energy
HE	Department of Health, Education, & Welfare

Some of the more well known regulatory agencies carry these designations:

EPA	Environmental Protection Agency
FCC	Federal Communications Commission
FTC	Federal Trade Commission

Following the alphabetical designation are numbers denoting the bureau and/or agency within the department. A "1" denotes the Office of

the Secretary of a particular department which is followed by a period not a decimal. The numerical designation after the period indicates the type of publication, i.e., 1 is for an annual report; 2 is for a general publication.

A1	Office of the Secretary of the Department of Agriculture
A1.1	Annual report of the Secretary of Agriculture
A1.2	General publications of the Department of Agriculture

This classification pattern is followed in the numbering of publications from all departments.

Congressional materials are designated "Y" in the SuDoc Classification system: Y1.2, House general publications; Y1.3, Senate general publications. Congressional hearings and committee prints are designated Y4. Each committee of Congress has its own number which never changes so that all issuances of a committee are shelved together.

Y4.Ag8/1	House Committee on Agriculture
Y4.Ag8/3	Senate Committee on Agriculture, Nutrition, and Forestry
Y4.J89/1	House Committee on the Judiciary
Y4.J89/2	Senate Committee on the Judiciary

Reports and documents from the committee are labeled first by Congress and session and then by number. For example: Y4.J89/2
95-39

The Missouri documents (MoDoc) Classification scheme is similar to the SuDoc system. Some examples follow:

ATG	Attorney General
AUD	Auditor
CON	Conservation Department

GA	General Assembly
GOV	Governor
HI	Higher Education Department
JUD	Judicial Department
NR	Natural Resources Department

It is important to remember that the federal documents are shelved together with 353.8 as the overall identifying number followed by the SuDoc number. The Missouri documents collection is first designated XM followed by the MoDoc Classification number.

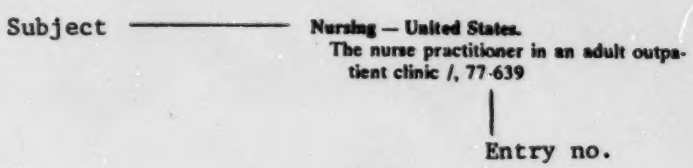
Finding Aids

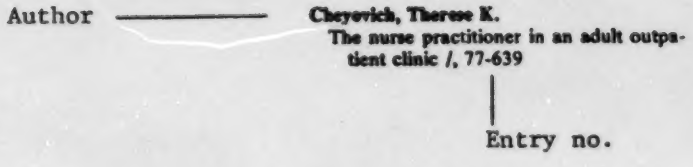
There are three significant finding aids in searching for federal documents. If information of a specific nature is needed the Monthly Catalog of United States Government Publications should be the first index consulted. This index includes materials from all branches of government. The Congressional Information Service/Index includes Congressional materials only. The American Statistics Index details government statistical sources. With these limitations in mind a more detailed explanation of these finding aids follows.

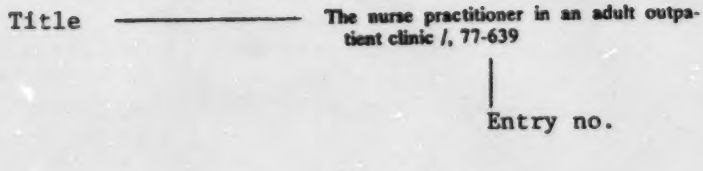
Monthly Catalog of United States Government Publications

This index began publication in 1895. The primary point of access is the subject index although since 1974 it has been possible to access entries by title and author. Subject headings used in the subject index are not always what the user might expect. Therefore, searching under

many subject headings often leads to more appropriate materials. An annual index is issued at the end of each year and because of its size is bound separately. Prior to July 1976, the annual index was bound with each volume. When attempting to locate a government publication by using this source, turn first to the index section. Below is an example showing three different accesses for one specific publication. Note that the number following each is identical. It is the "entry" number for the citation to be found in the main part of the catalog. The citations in the Monthly Catalog are numbered consecutively throughout the year.







Complete citation

Entry no. — 77-639

HE 20.6602:N 93/10 ——————— SuDoc no.

Cheyovich, Therese K.

The nurse practitioner in an adult outpatient clinic / [by Therese K. Cheyovich, Charles E. Lewis, Susan R. Gortner] — Bethesda, Md. : U.S. Dept. of Health, Education, and Welfare, Public Health Service, Health Resources Administration, Bureau of Health Manpower, Division of Nursing ; Washington : for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1976.

vii, 103 p. ; 27 cm. — (DHEW publication ; no. (HRA) 76-29)

"Health manpower references."

Includes appendix.

Item 507-J-1

S/N 017-041-00113-1

pbk. : $4.00

1. Nursing — United States. 2. Hospitals — United States — Outpatient services. I. Lewis, Charles E., jt. auth. II. Gortner, Susan R., jt. auth. III. United States. Health Resources Administration. Division of Nursing. IV. Title.

OCLC 2553158

From the full citation it is possible to obtain the SuDoc number which is necessary in order to find the document on the shelf. Persons who are experienced in searching for documents always write down the entry number and the date of the Monthly Catalog in which the document is listed. Then, if the document is not available in hard copy, it may be possible to provide it in microformat using the Monthly Catalog entry number.

Congressional Information Service/Index (CIS)

This index to Congressional materials is issued in two parts monthly -- an index issue accompanied by an abstract issue. At the end of each year an annual index volume and an annual abstract volume cumulates the information issued monthly. This superb tool records hearings, committee prints, reports, documents, executive reports made to Congress, and technological and budget reports done expressly for Congress. It lists

bibliographical information and a substantial summary of the documents' contents. The index allows access by subjects, names of witnesses, organizations, corporate authors, and subcommittee names.

The American Statistics Index (ASI)

The ASI is produced by the Congressional Information Service. It is designed to provide the same sort of service for governmental statistical publications as CIS is for Congressional publications. There are monthly indexes and annual cumulative index and abstract volumes. The outstanding feature of this index is the detailed summaries of the statistical charts and tables appearing in the documents. Additionally, ASI indexes individual issues of government periodicals. There is statistical information in many documents even if that is not the user's primary interest. For this reason, sometimes ASI can assist in locating a document not found in the Monthly Catalog and CIS/Index.

Missouri Documents

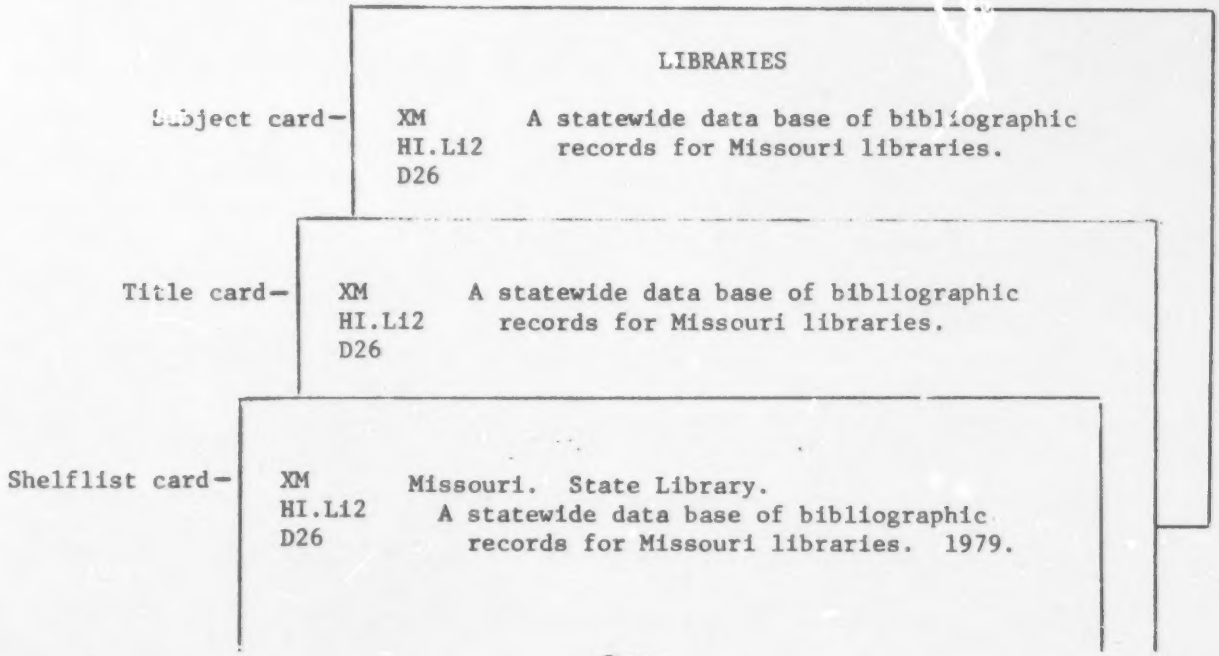
Unlike federal documents, there are no "finding aids" for Missouri documents. Thus, it is necessary for the student to search through one or more of the three card catalogs located directly outside the Documents Office. These three catalogs are arranged by 1) subject; 2) title; and 3) shelflist.

Subject, Title, Shelflist Catalogs

The subject catalog contains Missouri documents classified by subject. A listing of subject headings (approximately 100) may be found in a notebook

on top of the card catalog drawers. The title catalog is an alphabetical listing by title of Missouri documents. It is important only when a user knows the actual title of the document for which he is searching. Finally, the shelflist catalog is an alphanumeric listing by call number order. When the user has found the call number via the title or subject catalogs, he may check the shelflist to find out: 1) how many copies are available -- always assume one unless more are indicated on card; 2) latest edition of publication; 3) subject and title headings which are typed on back of shelflist cards.

Once a document has been identified, it will be found in its "XM" location, noted earlier. There is one important exception. If a second number appears below the XM number, this number will designate the location where the patron will find the document.



State document — found under Library of Congress call number

XM Missouri school directory.
ED4 Jefferson City
Schl/yrs. v. annual

L
903
.M8A3
(date)

15

MICROFORMS

The UMC Library has one of the largest collections of microforms in the nation. As with most research libraries, the UMC Library is continually increasing its holdings of microforms, i.e. formats on which printed copy is photographically reduced in size. With the current explosion in the world's information and the resulting increase in published materials available, libraries are looking to microforms as a format that takes less storage space than conventional books. The fact that one month of the Wall Street Journal can be stored on a three inch reel is a very important factor in a large research library such as Ellis. Microforms are usually more durable than paper copies and usually cost less than the same publication in paper copy.

An additional impetus for libraries to increase their microform collections is that some original materials are so rare or even unique that only a limited number of researchers are able to make use of the original. If the work can be photographed on microform, the intellectual contents can receive much wider distribution. Libraries, institutions, or individuals throughout the world can then have access to both the intellectual content and the format of the original. In a few instances materials are released only in microform, and in such a case, if the library wants to own the material, purchase of the microform is the only avenue available.

For these major reasons -- preservation, storage, cost and availability of materials -- libraries are acquiring numerous microform collections and are encouraging researchers to use them. Becoming familiar with various microform collections in the library can increase your research facility.

Ellis Library has microform materials in four formats:

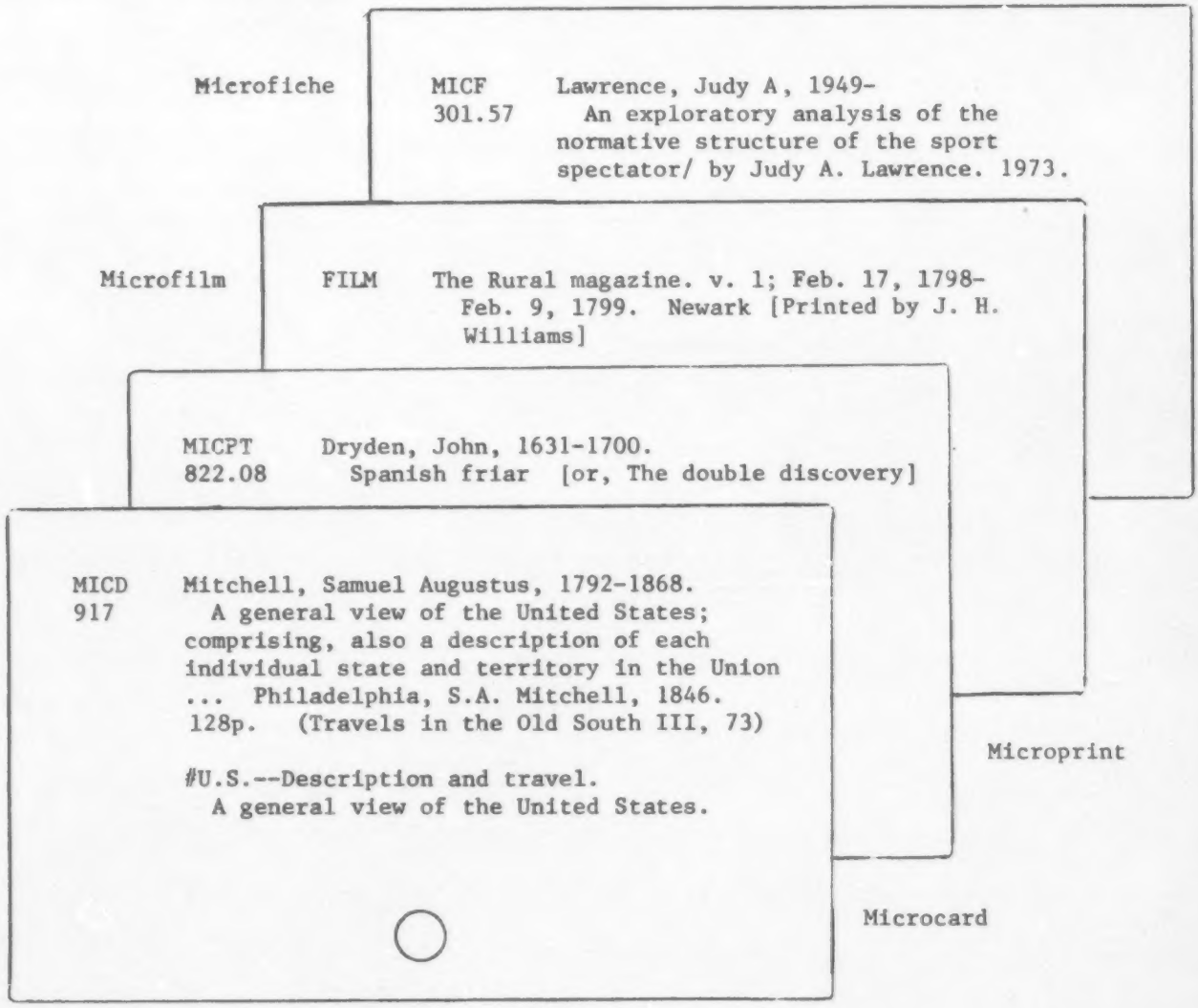
Microfiche (4" x 6" and 3" x 5" transparent sheets) designated MICF in the Card Catalog

Microfilm (35mm and 16mm transparent reels) designated FILM in the Card Catalog

Microcard (3" x 5" opaque cards) designated MICD in the Card Catalog

Microprint (5" x 8" opaque cards) designated MICPT in the Card Catalog

A typical catalog card for each format is reproduced below.


Microfiche
MICF
301.57
Lawrence, Judy A, 1949-
An exploratory analysis of the normative structure of the sport spectator/ by Judy A. Lawrence. 1973.
Microfilm
FILM
The Rural magazine. v. 1; Feb. 17, 1798-Feb. 9, 1799. Newark [Printed by J. H. Williams]
MICPT
822.08
Dryden, John, 1631-1700.
Spanish friar [or, The double discovery]
MICD
917
Mitchell, Samuel Augustus, 1792-1868.
A general view of the United States; comprising, also a description of each individual state and territory in the Union ... Philadelphia, S.A. Mitchell, 1846.
128p. (Travels in the Old South III, 73)
#U.S.--Description and travel.
A general view of the United States.
Microprint
Microcard

Microforms are centralized in Ellis Library in Special Collections except for specialized collections in Government Documents and the Education-Psychology Library. The Documents area houses U.S. government documents on microfiche and microprint, the American Statistics Index on microfiche and United Nations documents on microprint. Education--Psychology houses the ERIC collection (described below). All other microforms are located in the microform section of Special Collections. Machines necessary for their use are located in each of the three areas. Facilities for making paper copies from all microforms are available at the Copy Service in Room 2F43.

Collections

The collections are numerous and varied. A few of the major collections are discussed below.

Periodicals

Approximately 160 current periodicals are available on microfilm, including many periodicals indexed in Readers' Guide to Periodical Literature and a number of education periodicals. Special collections also has a large collection of early American and early English periodicals. A complete list is available in Special Collections.

Newspapers

Over 1,000 titles are available in microform. The collection contains twenty-three current daily newspapers, including several financial newspapers. Special interest newspapers and early American newspapers are well represented.

Early American Imprints

Early American Imprints, based on two bibliographies, Evans' American Bibliography (SPEC-R Z 1215 .E92) and Shaw's and Shoemaker's American Bibliography (SPEC-R Z 1215 .S48) is a microprint collection of all books, pamphlets and broadsides published in the American colonies or the United States from 1630-1819. Selected newspapers from this period are also available. Access to titles in both collections are through the printed bibliographies listed above. Individual titles in the collection are not listed in the card catalog.

Human Relations Area File (HRAF)

Anthropological research has been brought together in this unique collection. It is especially valuable for students of anthropology, sociology, geography, and history. The two guides to the collection, Outline of World Culture (SPEC-R H 62 .B36 3 1972) and Outline of Cultural Materials (SPEC-R H 62 .B36 1 1961) affords the researcher in-depth subject indexing and the capability of making comparisons of specific aspects of culture among groups of people. Files on information on over 200 groups of people are available now and new files are added each year. A complete listing of the contents of the collection is available in HRAF Bibliography (SPEC-R Z 5119 .H88).

Educational Resources Information Center (ERIC)

The Educational Resources Information Center was established in 1964 under the auspices of the U.S. Office of Education. ERIC is a national information system or data base which acquires and disseminates educational research results, research-related materials, and other resource information.

As one of the publications emanating from the ERIC network, Resources in Education (EDUC-R Z 5811 .R4212) provides access to report literature in education. The material indexed in Resources in Education is available in the ERIC microfiche collection shelved in Education-Psychology.